Footyweb National Registration User Guide

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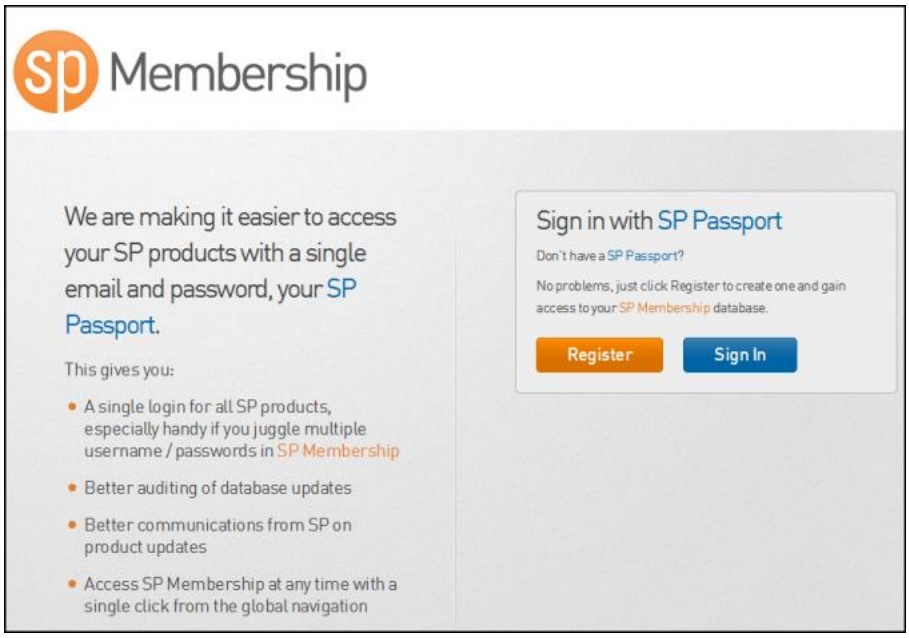
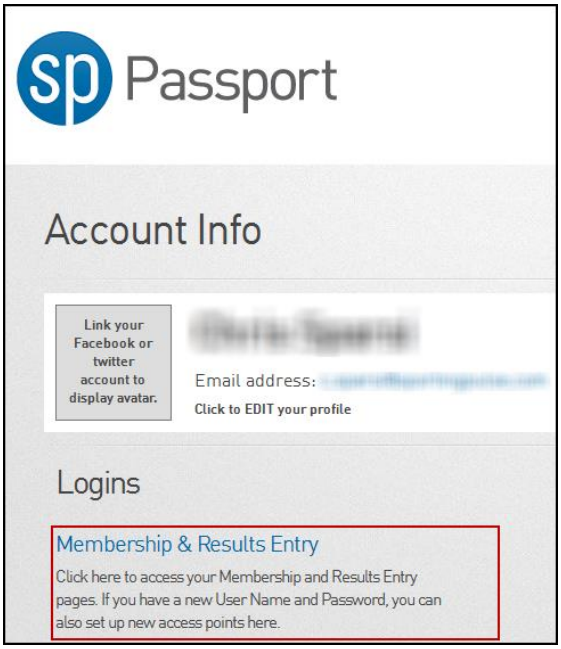
How to access your Online Membership Database

To access your Association or Club database, click on the link below:
https://reg.foxsportspulse.com/

To log in to the database you will need to have an SP Passport. You can either Sign In to your SP Passport if you have an existing account or Register for an SP Passport.


Membership
We are making it easier to access your SP products with a single email and password, your SP Passport.
This gives you:
A single login for all SP products, especially handy if you juggle multiple username / passwords in SP Membership
Better auditing of database updates
Better communications from SP on product updates
Access SP Membership at any time with a single click from the global navigation
Sign in with SP Passport
Don't have a SP Passport?
No problems, just click Register to create one and gain access to your SP Membership database.
Register
Sign In

If your SP Passport has been linked to your Association or Club database you will see the **Membership and Results Entry** link (shown below) which should allow you to then access your database.

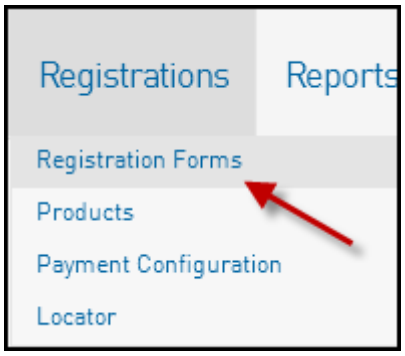

Passport
Account Info
Link your Facebook or twitter account to display avatar.
Email address:
Click to EDIT your profile
Logins
Membership & Results Entry
Click here to access your Membership and Results Entry pages. If you have a new User Name and Password, you can also set up new access points here.

If you don't have the Membership link your Association or State Contact will be able to link your database to your passport.

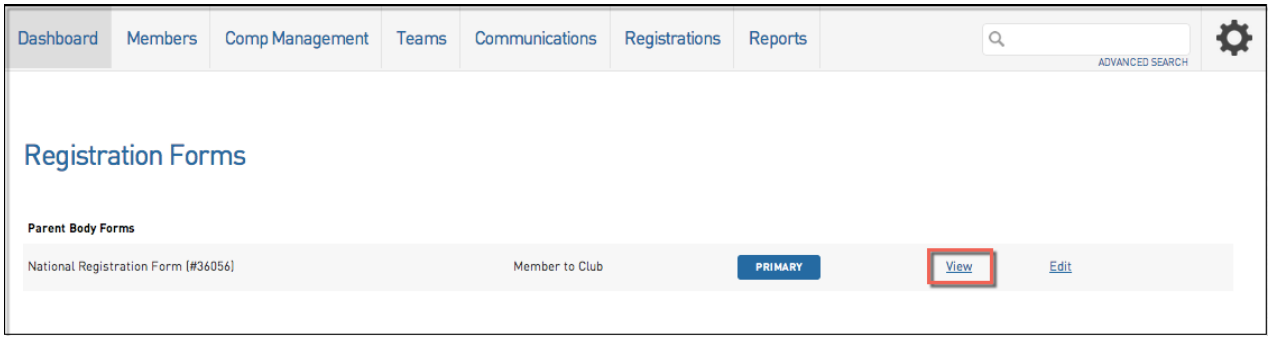
How to preview the Registration Form

As you are setting up the Registration Form, you should regularly preview the form to make sure it is set up and displaying as needed:

1. Hover over the **Registrations** menu and click **Registration Forms**.



2. Click on **View** for the form you wish to view.



3. You will see the registration form login screen (this is what your members will see – you will need to log in with an existing member's username and password).

4. Leave this screen open so that when you make changes in the admin section, you can refresh the screen to view your changes live.

Publishing the Registration Form to your website

The below refers to clubs/associations with a FOX SPORTS PULSE website.

The FOX SPORTS PULSE Payments Registration Form - section allows your association or club's registration form to be easily accessed through an icon and link that sits in the right-hand column of your FOX SPORTS PULSE Website.

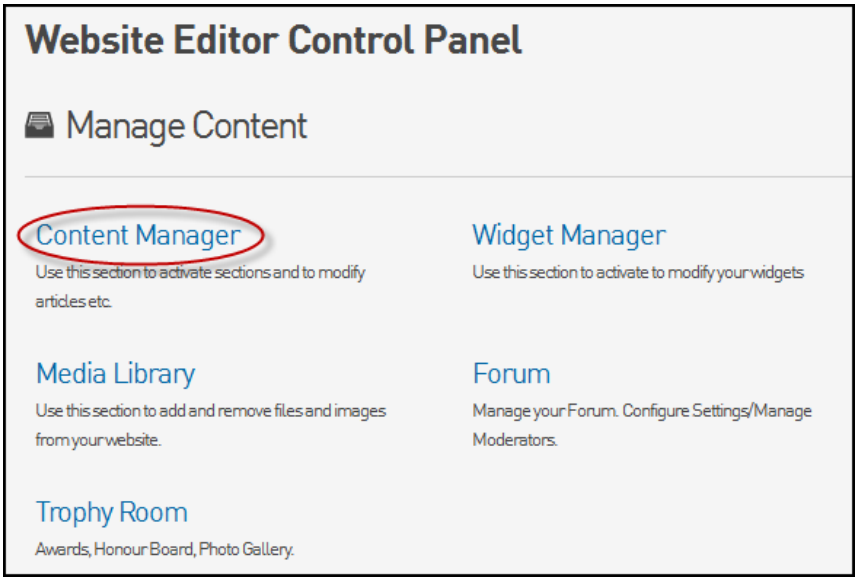
To publish your registration form on any website, you need the URL (web address) of your form. You can find it by clicking the “View” link in the Registration Forms configuration menu – the link will appear in the location bar. You can copy and paste this link on your website by following the directions below or you can also send this link to your members directly.

To link your form to your website:

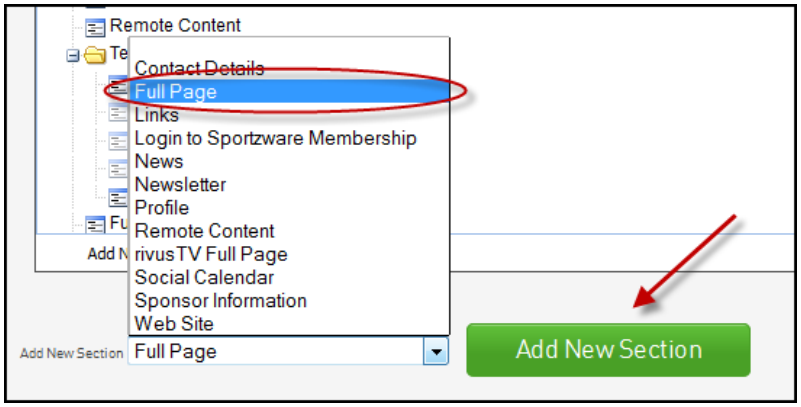
Option A (Adding the form as a link on a full page)

To add your Registration Form as a Full Page on your website, log in to your FOX SPORTS PULSE Standard Website.

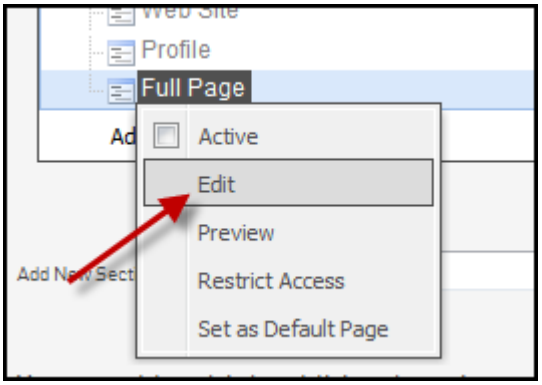
1. Click on the **Content Manager** in the Manage Content section


Website Editor Control Panel
Manage Content
Content Manager
Use this section to activate sections and to modify articles etc.
Widget Manager
Use this section to activate to modify your widgets
Media Library
Use this section to add and remove files and images from your website.
Forum
Manage your Forum. Configure Settings/Manage Moderators.
Trophy Room
Awards, Honour Board, Photo Gallery.

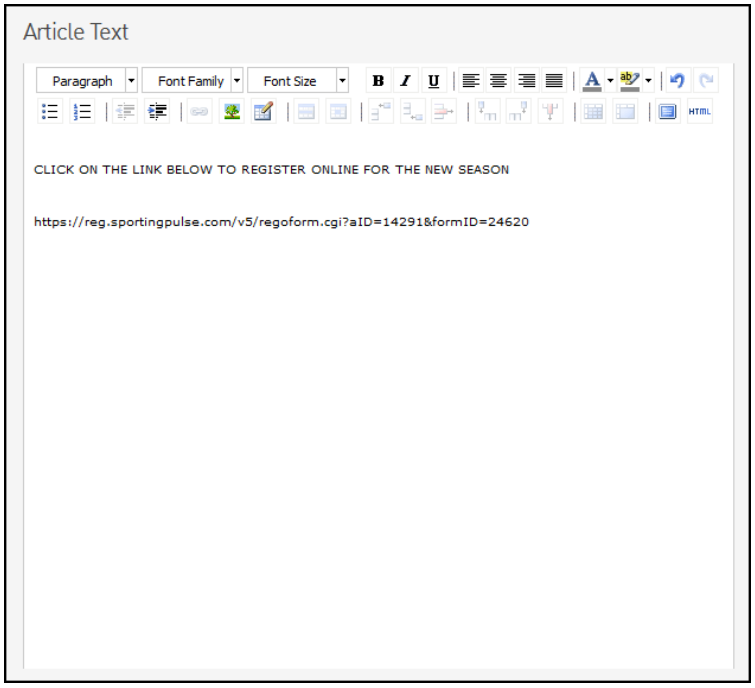
2. From the **Add New Section** drop down list, select **Full Page** and click the **Add New Section** button



3. Right click on the section you've just created and click **Edit**

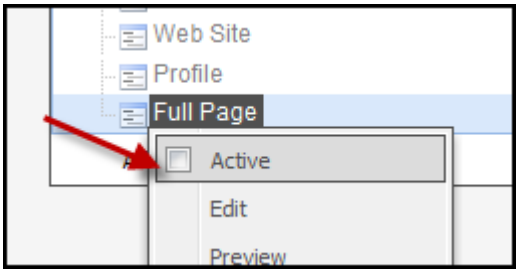


4. Enter in as much information as you like and include the link/URL for the Registration Form on the page.



5. Click the **Save** button when finished

6. Return to the **Content Manager**, right click on the section you've created and tick the **Active** box.

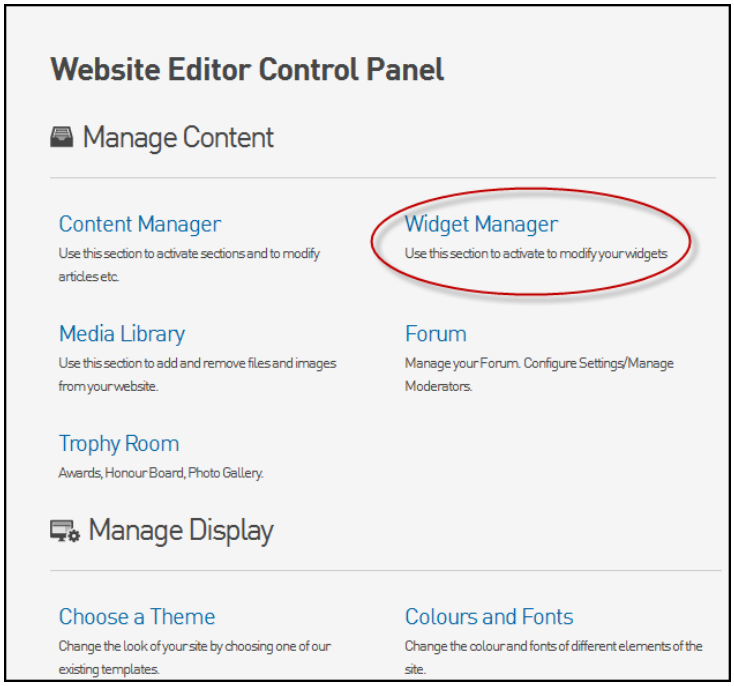


7. Your page will now display the link and any other information you've included on your website for your members to view and access the online registration form.

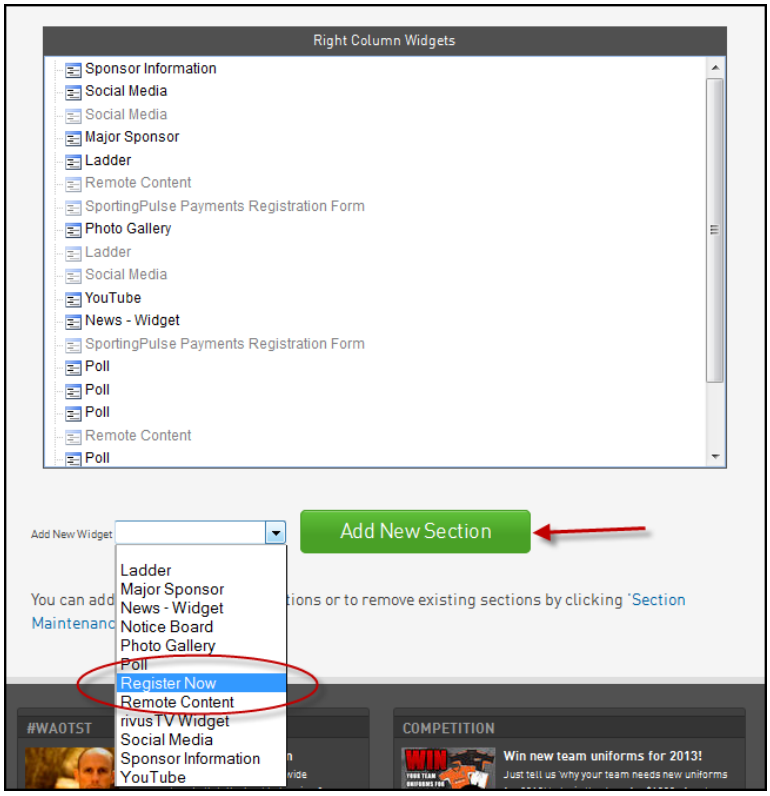
Option B (Adding the form as a widget)

To add your Registration Form to your website as a Widget, log into your FOX SPORTS PULSE Standard Website.

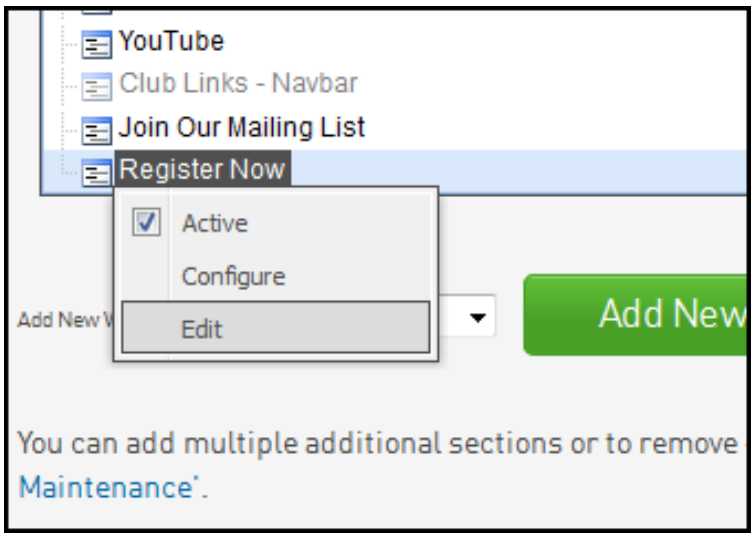
1. From the **Website Editor Control Panel**, click on **Widget Manager**.


Website Editor Control Panel
Manage Content
Content Manager
Use this section to activate sections and to modify articles etc.
Widget Manager
Use this section to activate to modify your widgets
Media Library
Use this section to add and remove files and images from your website.
Forum
Manage your Forum. Configure Settings/Manage Moderators.
Trophy Room
Awards, Honour Board, Photo Gallery.
Manage Display
Choose a Theme
Change the look of your site by choosing one of our existing templates.
Colours and Fonts
Change the colour and fonts of different elements of the site.

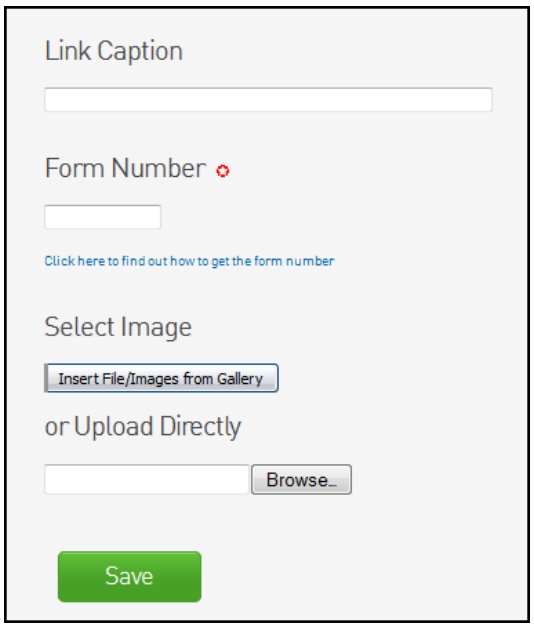
2. Click on the **Add New Widget** drop down list, select **Register Now** and click on **Add New Section**.



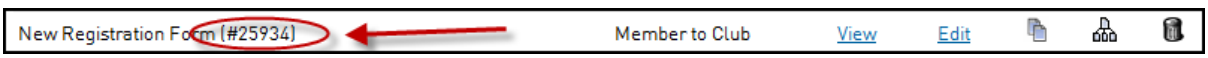
3. **Right click** on the **Register Now** section and select **Edit** from the menu.



4. At the next screen you can enter a **Link Caption** which is what will appear under the icon in the Right-Hand column of your website and this should describe the form the user will see when they click on the link.



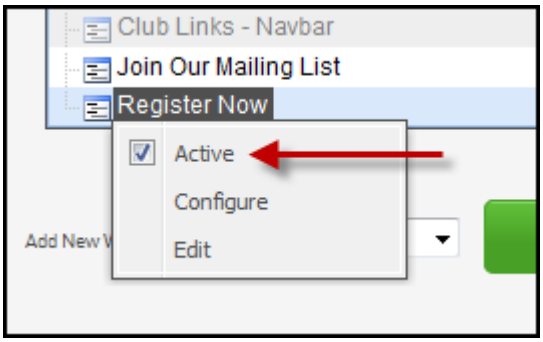
5. You will also need to enter the **Form Number** associated with the registration form that you wish to appear (the form number can be found from the Registration Form menu in your database as shown below).



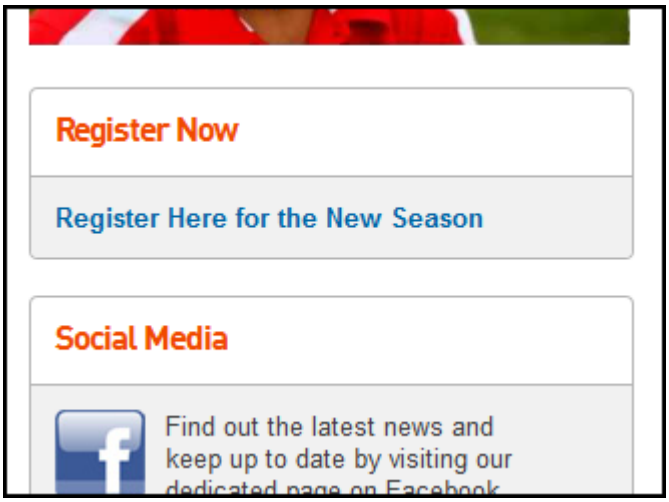
6. You can also **Browse and Upload** or **Insert an Image File/Image from Gallery** that will appear as the icon that users will click on to see the form in the Right-Hand column of your site. If you do not do either of these the default icon will be used.

7. Finally click **Save** to save the changes.

8. Now that you have saved these changes you need to activate the section. Return to the **Widget Manager** and Right-Click on the **Register Now** section. Check the **Active** box then click **Save/Update**



9. Return to your Homepage. You will see the **Register Now widget** appear in the Right-Hand column. If you have chosen not to Browse and Upload or Insert an Image File/Image from Gallery then the default icon will appear as per the screenshot below. When users click on this icon they will be taken to the relevant form.



How to add Custom Fields to your Registration Form

To add Custom fields, as a club, you will need to speak to your League and give them specifics of the field you require.

It may be that a similar field already exists in the database, and they can make it available to you (eg. “Medical Notes” instead of “Health conditions”).

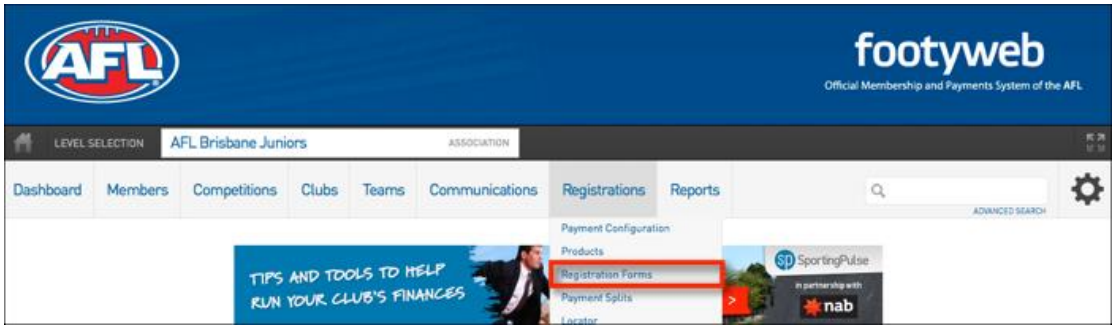
If not, the League will need to create/label the custom field information, and then make the custom field available.

If they have difficulty doing so, have them contact FOX SPORTS PULSE support for assistance

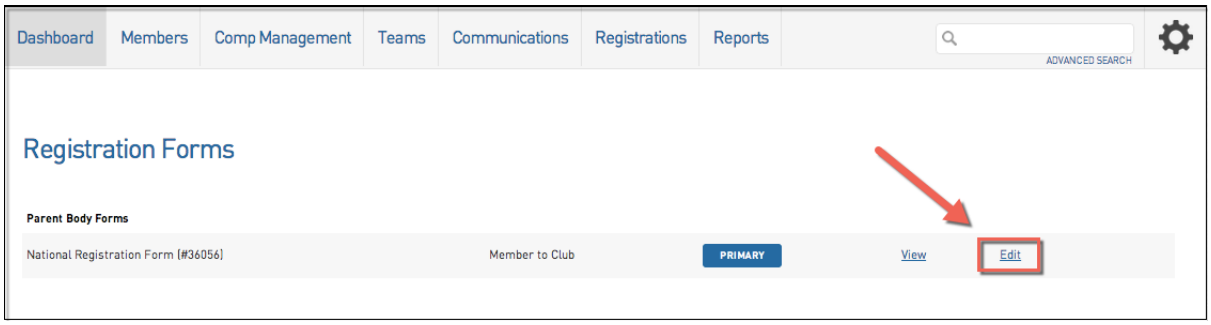
How to Add Your Own Terms & Conditions

The National registration form will come with the National Terms & Conditions. You can also take the option to add your own.

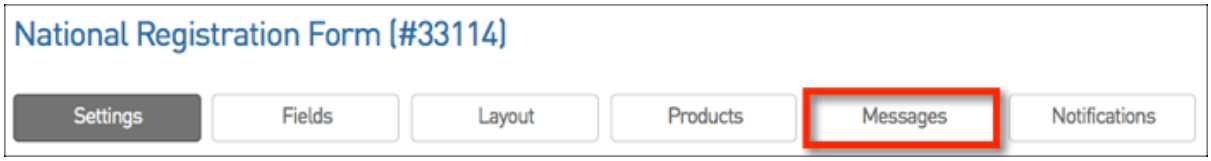
1. From the dashboard menu hover over **Registrations** and click **Registration Forms**



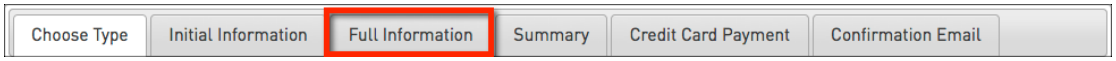
2. From the Registration Form menu click **Edit** on either the **National Registration Form**



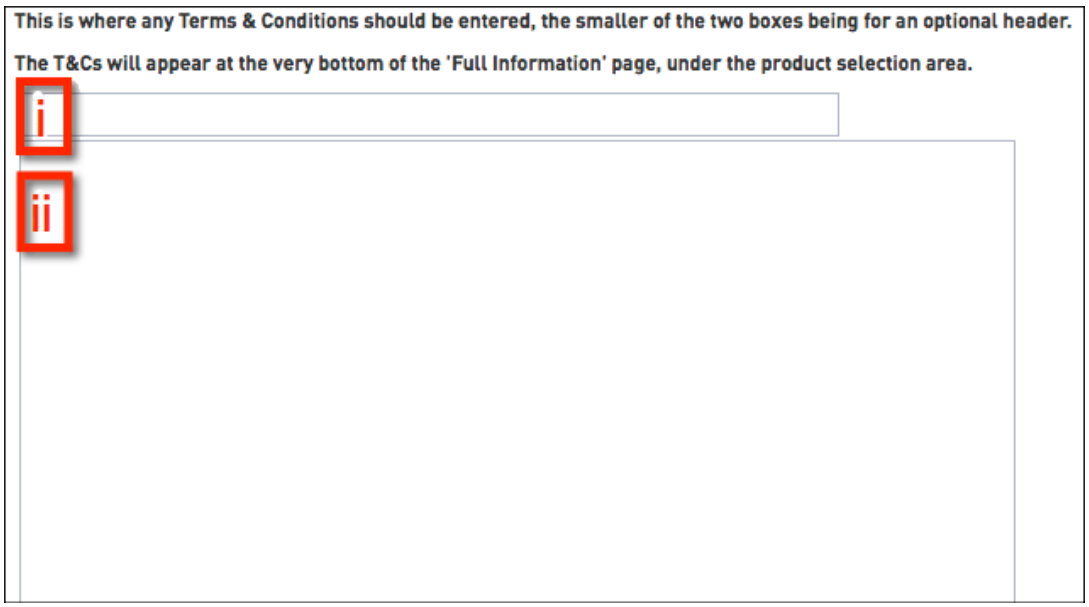
3. Then click on the **Messages** tab



4. From the next menu click on the **Full Information** tab



5. The next step is to scroll down to the Terms & Conditions section
    i. The first step is to add a header (optional) in the small box at the top
    ii. Secondly, add in your Terms & Conditions into the larger box


This is where any Terms & Conditions should be entered, the smaller of the two boxes being for an optional header.
The T&Cs will appear at the very bottom of the 'Full Information' page, under the product selection area.
i
ii

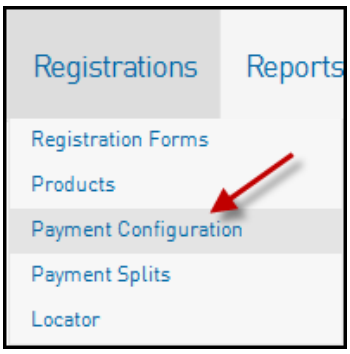
6. Once the fields have been completed click the **SAVE** button

How to apply to become a FOX SPORTS PULSE Sub-merchant

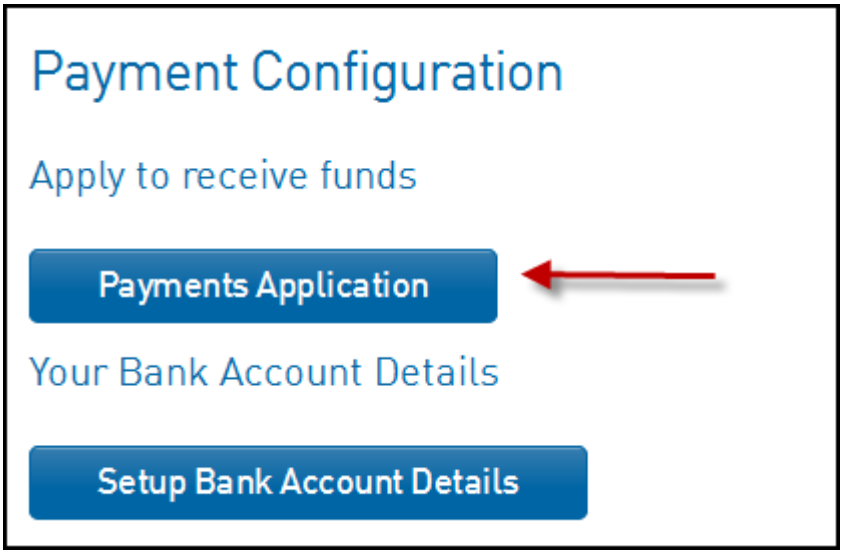
This step-by-step guide will help new users through the process of signing up to become a FOX SPORTS PULSE Sub-merchant via the NAB Bank. It's specifically designed for FOX SPORTS PULSE users, and includes some advice on how to fill in the different sections of the sign-up form, and while these are generally correct for sporting clubs and associations, they should be read in conjunction with your organisation's individual requirements.

When you sign up as a FOX SPORTS PULSE Sub-merchant, you are able to receive payments from your Members which will then be transferred to your nominated Bank Account via the FOX SPORTS PULSE Payments system:

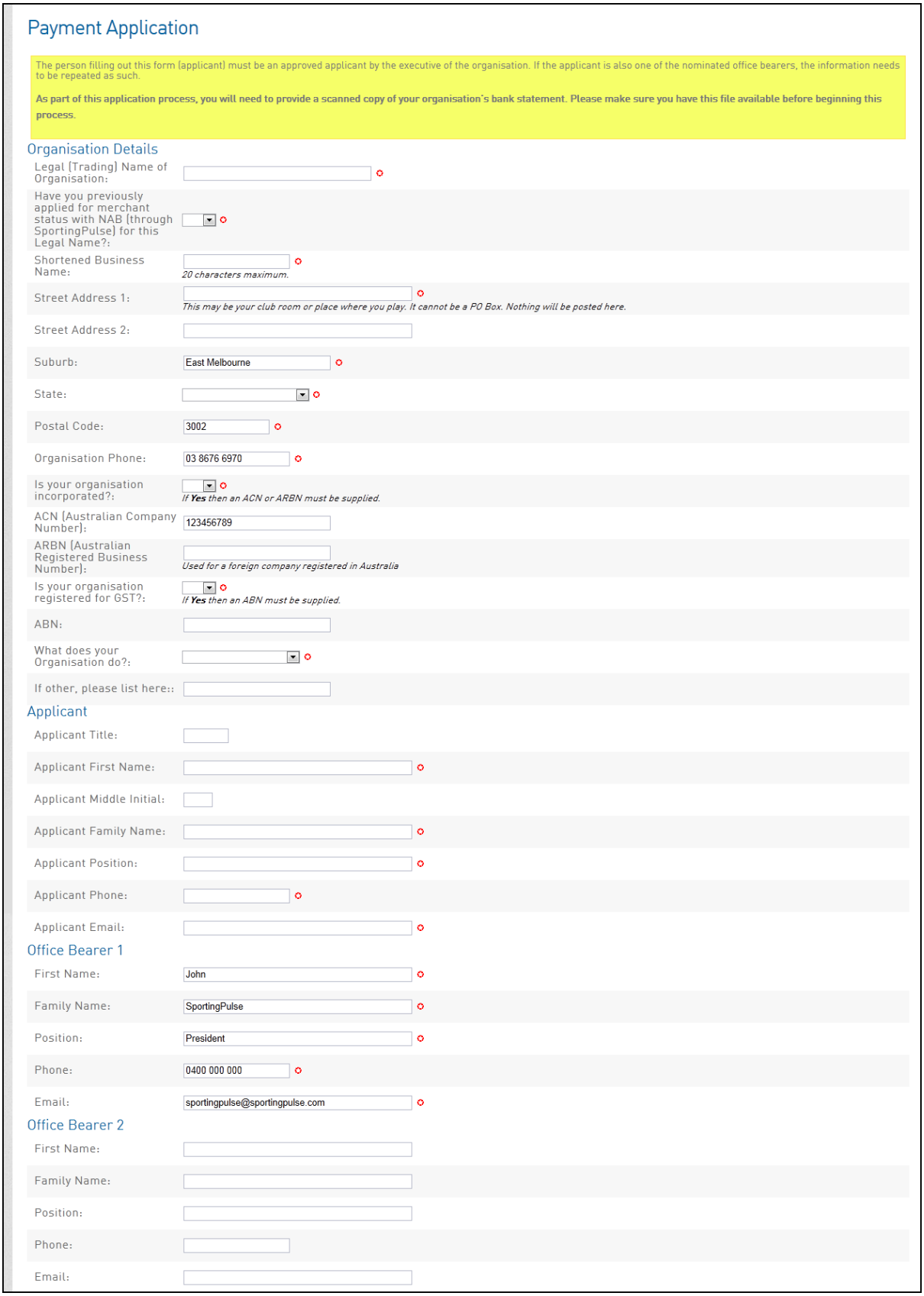
1. Hover over the **Registrations** menu and click on **Payments Configuration**



2. On the next page, select the **Payments Application** button



3. Fill in the details as required. It is a one page document and the fields with an asterisk next to them are required fields. Once all fields have been filled out, click the **I Agree** button.



Payment Application

The person filling out this form (applicant) must be an approved applicant by the executive of the organisation. If the applicant is also one of the nominated office bearers, the information needs to be repeated as such.

As part of this application process, you will need to provide a scanned copy of your organisation's bank statement. Please make sure you have this file available before beginning this process.

Organisation Details

Legal (Trading) Name of Organisation:	
Have you previously applied for merchant status with NAB (through SportingPulse) for this Legal Name?:	
Shortened Business Name:	*20 characters maximum.*
Street Address 1:	*This may be your club room or place where you play. It cannot be a PO Box. Nothing will be posted here.*
Street Address 2:	
Suburb:	East Melbourne
State:	
Postal Code:	3002
Organisation Phone:	03 8676 6970
Is your organisation incorporated?:	*If **Yes** then an ACN or ARBN must be supplied.*
ACN (Australian Company Number):	123456789
ARBN (Australian Registered Business Number):	*Used for a foreign company registered in Australia*
Is your organisation registered for GST?:	*If **Yes** then an ABN must be supplied.*
ABN:	
What does your Organisation do?:	
If other, please list here::	

Applicant

Applicant Title:	
Applicant First Name:	
Applicant Middle Initial:	
Applicant Family Name:	
Applicant Position:	
Applicant Phone:	
Applicant Email:	

Office Bearer 1

First Name:	John
Family Name:	SportingPulse
Position:	President
Phone:	0400 000 000
Email:	sportingpulse@sportingpulse.com

Office Bearer 2

First Name:	
Family Name:	
Position:	
Phone:	
Email:	

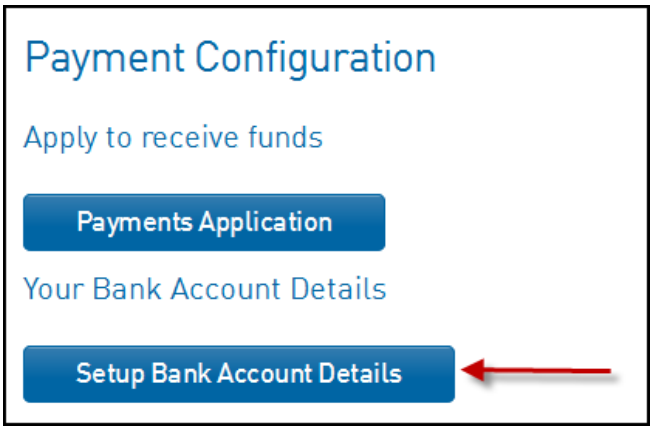
4. Your details will now be passed onto FOX SPORTS PULSE and you will be notified once your Sub-merchant set-up has been approved. Once approved, you now have the ability to start receiving payments.

Setting up your Bank Account to receive payments

This step-by-step guide will help new users through the process of recieving thier funds, after being set-up as a FOX SPORTS PULSE Sub-merchant. The user has two options as to how they want to set-up thier account:

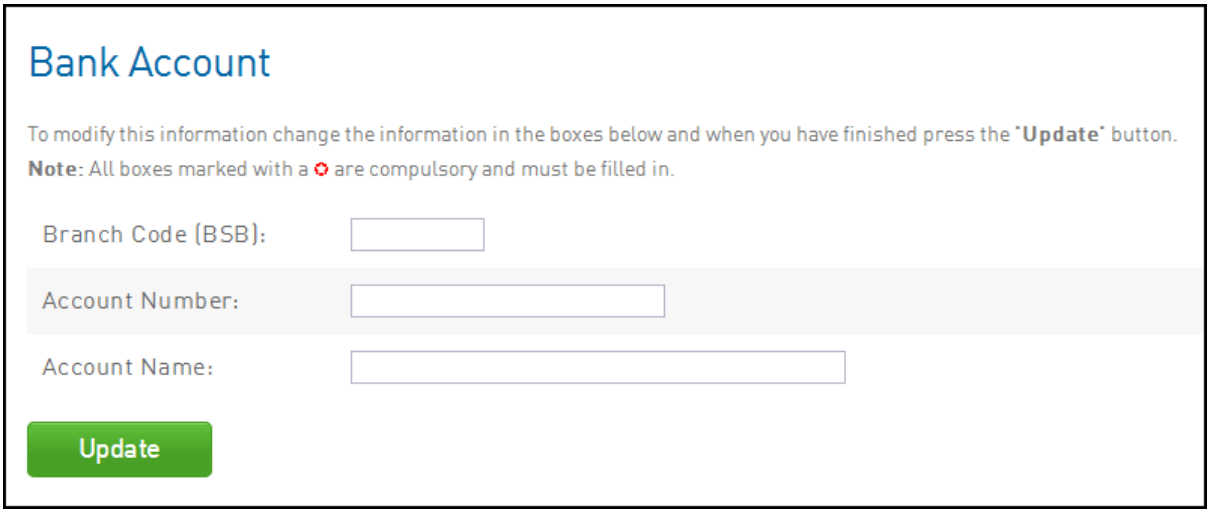
Setting up the Bank Account details

1. Hover over the **Registrations** menu, click on **Payment Configuration** and select **Setup Bank Account Details**.



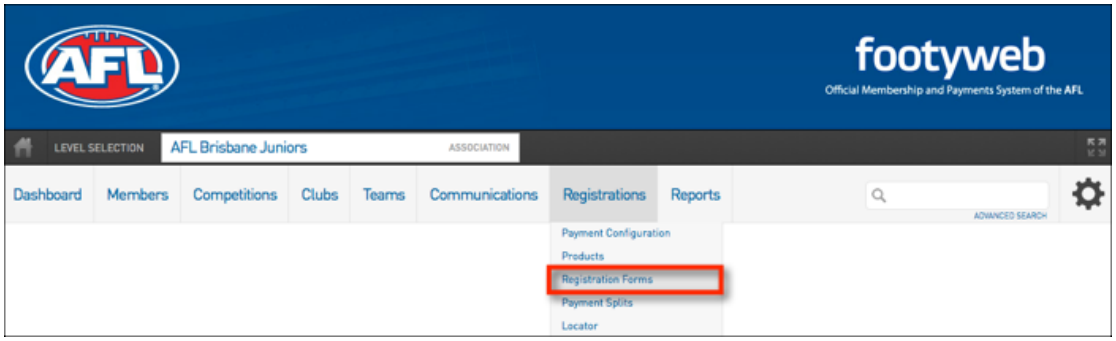
2. You will then be prompted to fill in your bank account details. Ensure these are correct as they will be locked once the update button is selected. If you need to make changes, please contact FOX SPORTS PULSE to have your account unlocked.

3. Click **Update**. The account setup is complete and monies will now be transferred into your selected bank account on a daily basis (excluding weekends).


Bank Account
To modify this information change the information in the boxes below and when you have finished press the "Update" button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.
Branch Code (BSB):
Account Number:
Account Name:
Update

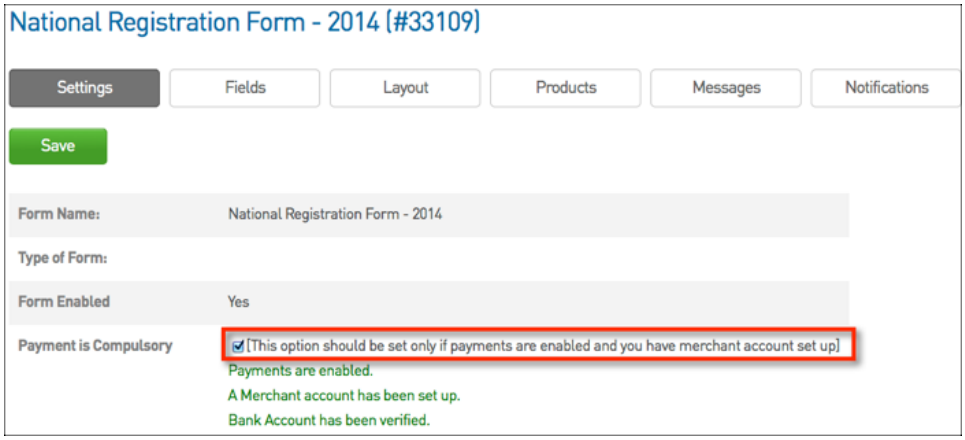
How to Set Compulsory Payments

1. From the dashboard menu hover over **Registrations** and click **Registration Forms**



2. Click on the **Edit** button next to the **Primary Registration Form**

3. Within the **Settings** tab, tick the box to the right of **Payment is Compulsory**



4. Once you have ticked the box click **SAVE** at either the top or bottom of the page

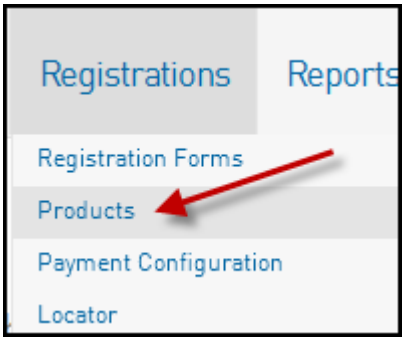
How to Create a New Product

Products are the items purchased by members in a member transaction. Common products include player registration/membership fees (E.g. adult membership, junior membership, and social membership), competition entry fees, and merchandise.

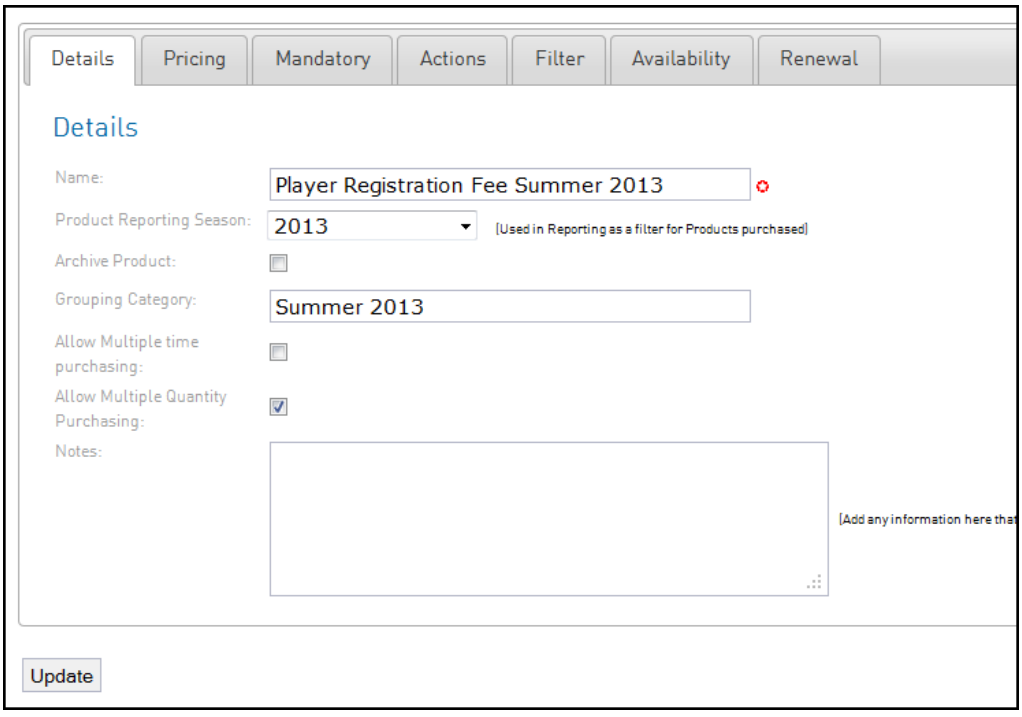
Typically this Pricing structure involves a flat individual fee, payable by each individual member when they register themselves to your club.

To get to the Products Menu:

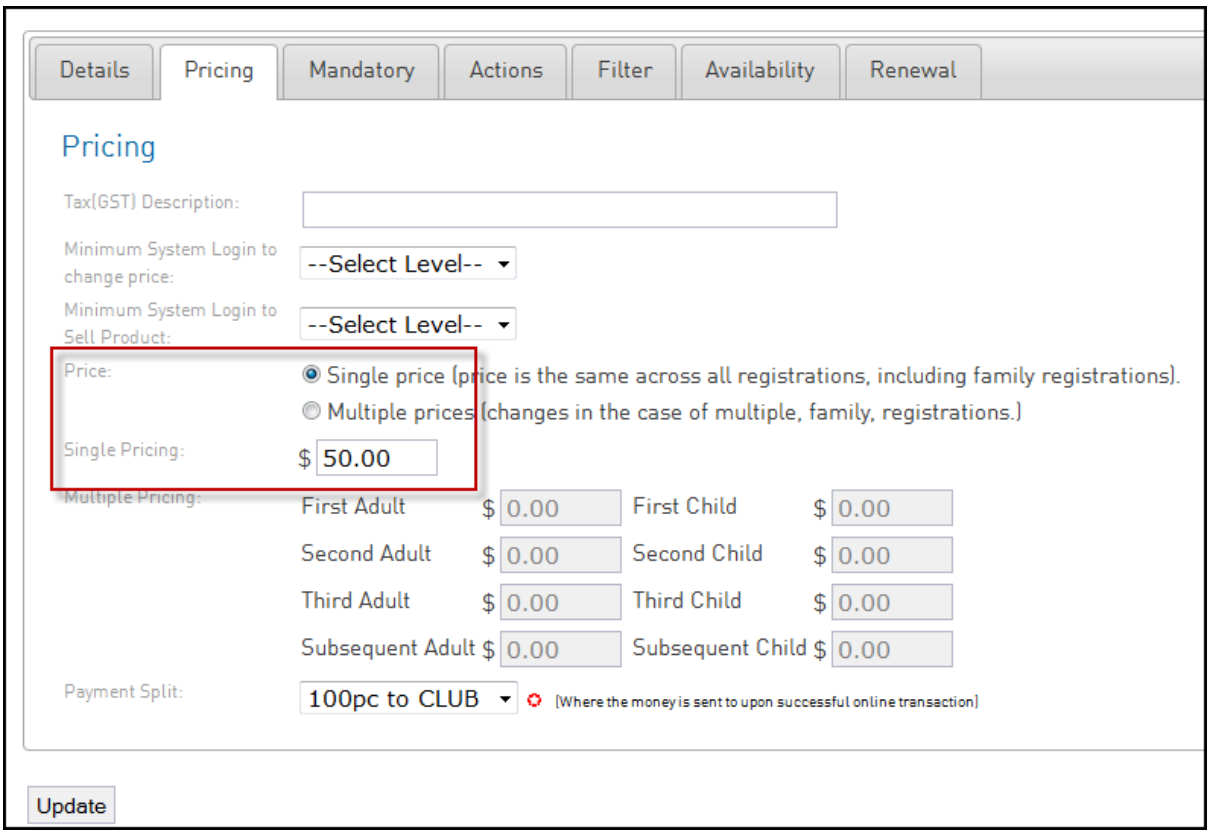
1. Hover over the **Registrations** menu and click on **Products**



Make sure your product is clearly outlined as an Individual Member registration fee.



Make sure that the pricing is for an individual Member Registration Fee.



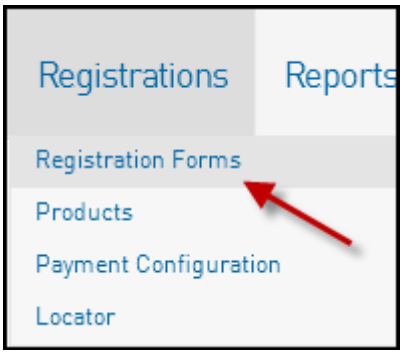
Fill in the relevant details (including pricing details) and click on **Update** to create the new product.

For further help on Product set up and the information contained with each of the Product Tabs click here

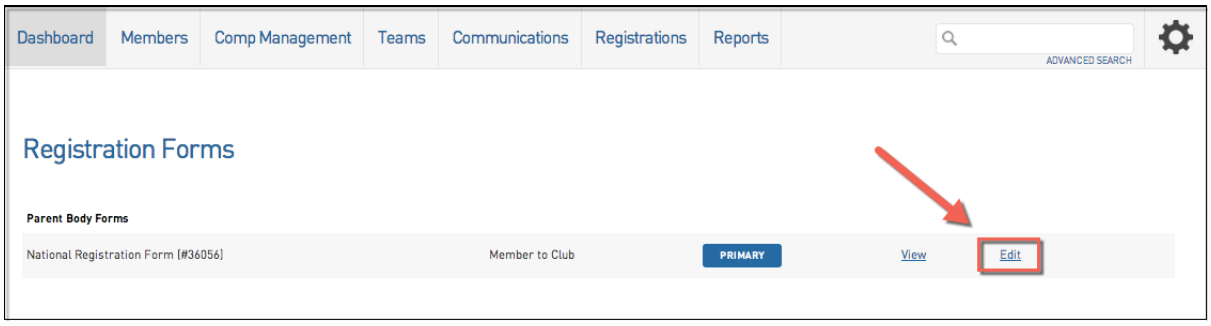
How to attach a Product to your Registration Form

To attach a Product to your Registration Form, follow the steps below.

1. Hover over the Registrations menu and click on Registration Forms.

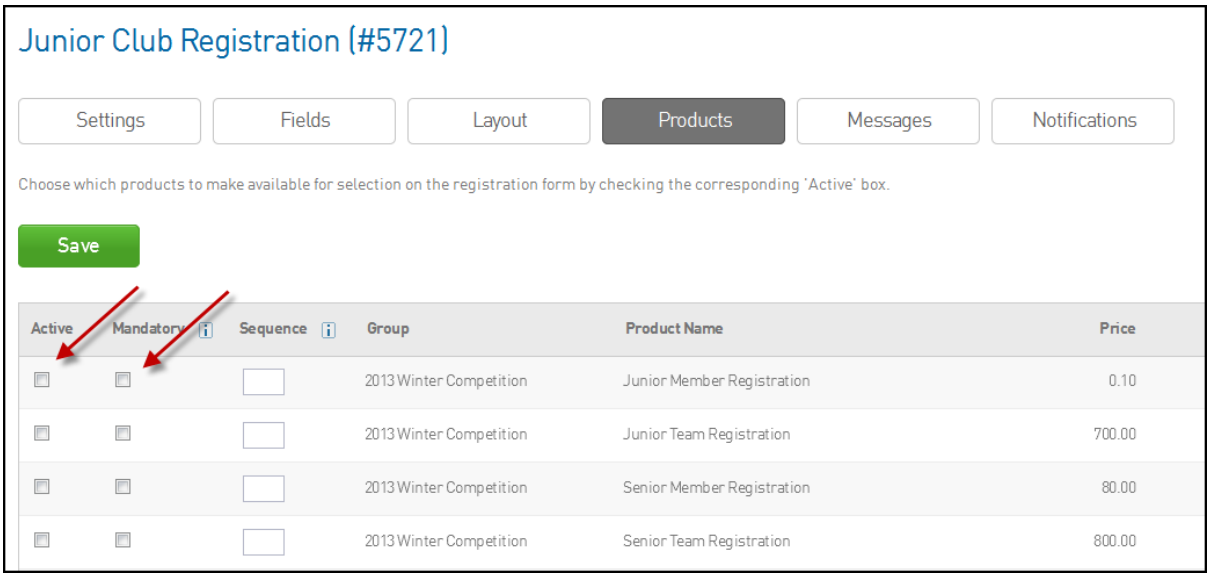


2. Click on Edit for the Registration Form you'd like to display products as shown below.



3. Click on the **Products** button across the top

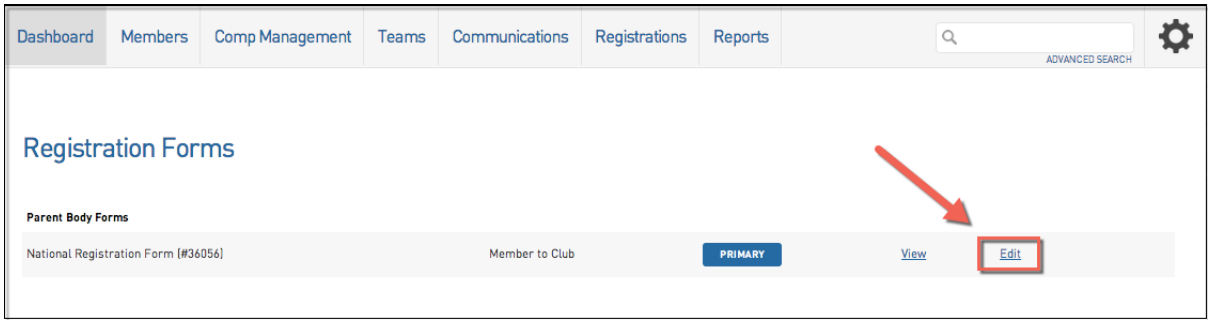
4. For the Products you wish to have display on your Registration Form tick the **Active** box



To make a product(s) mandatory tick the '**Make mandatory on form**' box.

Customising your Registration Form

This screen (Registration Forms menu) will display any registration forms you've created and will allow you to edit/customise them.

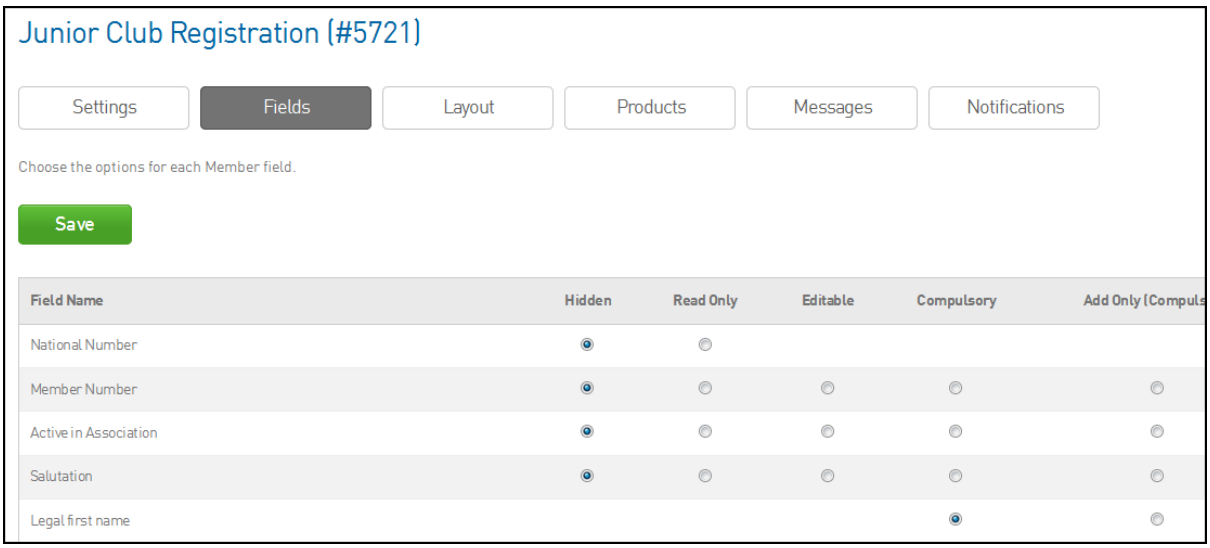


The **Edit** menu will bring up the buttons and menus shown below.

Registration Form Options

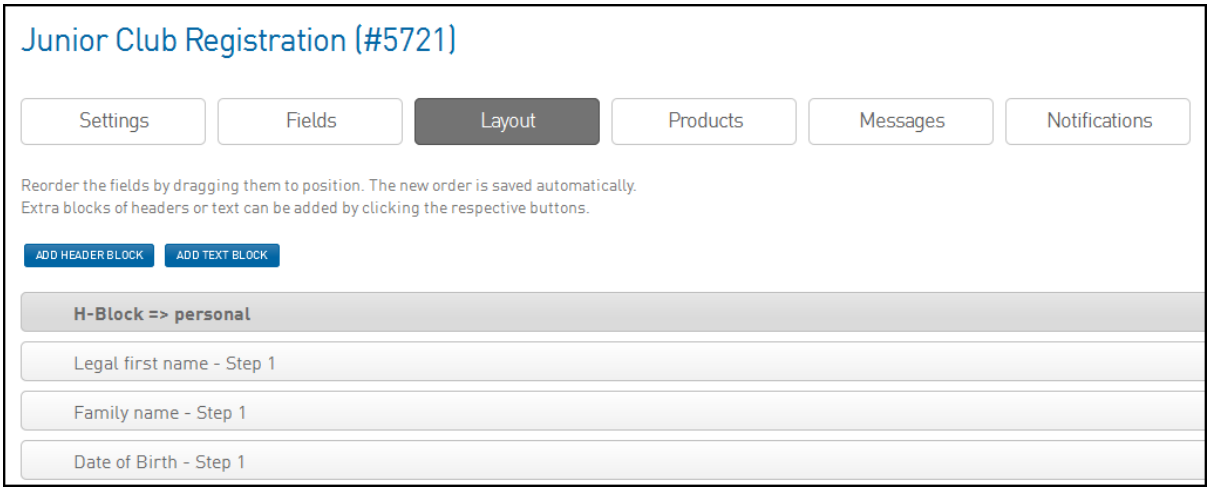
Fields:

- The screen below lists what options or 'fields' you can choose to display on your registration form
- In the below example, 'Legal First Name' (among others) is Compulsory which means the form can't be completed without filling out those fields. Some fields will locked by your league or State/National governing body.
- Editable fields will also display on the form, but they are optional to complete. Hidden fields will not display, read only fields are read only to the member.



Layout:

- The **Layout** menu will allow you to alter the order of the fields on your Registration form, which you can do by clicking and dragging the specific field to where you'd like it to display, then dropping it in place.


Junior Club Registration (#5721)
Settings
Fields
Layout
Products
Messages
Notifications
Reorder the fields by dragging them to position. The new order is saved automatically.
Extra blocks of headers or text can be added by clicking the respective buttons.
ADD HEADER BLOCK
ADD TEXT BLOCK
H-Block => personal
Legal first name - Step 1
Family name - Step 1
Date of Birth - Step 1

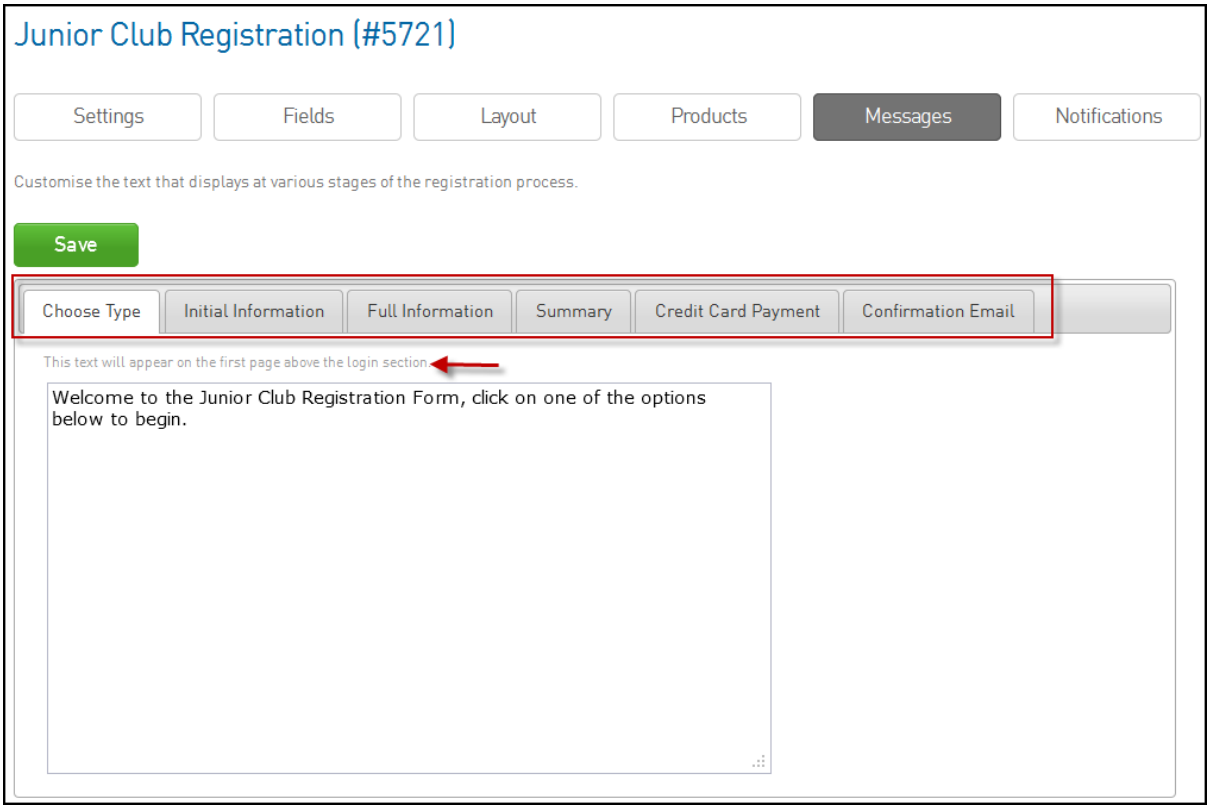
- The **Add Text Block** and **Add Header Block** buttons will allow you to add a block of text or a heading above a particular field on your registration form. You will be able to edit and move these blocks around your form.

Text Messages:

- You can add in some further text to display at certain points of your registration form. Each of the boxes on this screen explains where your text will appear on the form

- The tabs across the top (highlighted in red on over the page) represent different stages of the Registration Form.

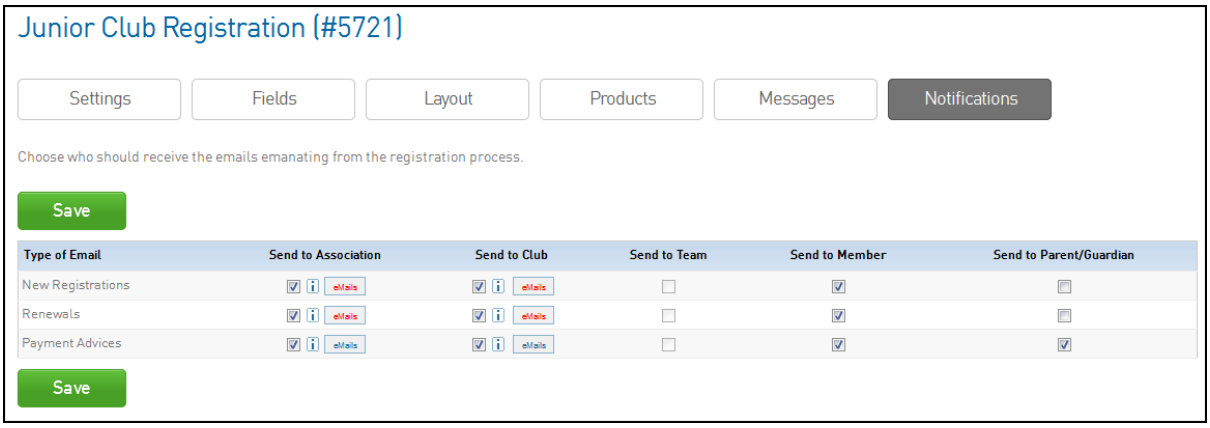
- The areas where text can be placed on a Registration Form will have an explanation of where the text will display ie. *This text will appear on the first page above the login section'*



Notifications:

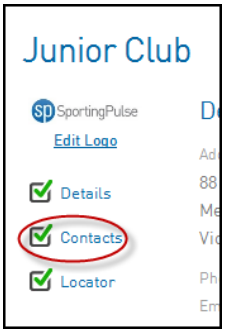
The notifications menu will allow you to control all of the email notifications that are generated when a member registers, re-registers or purchases a product.

- Ticking the relevant boxes as shown below will give you the option to have emails sent to the Association, Club, Team, Member and Parent/Guardian when a member processes a Registration.
- The **eMails** box will alert you where the emails are being sent for the Association and Club

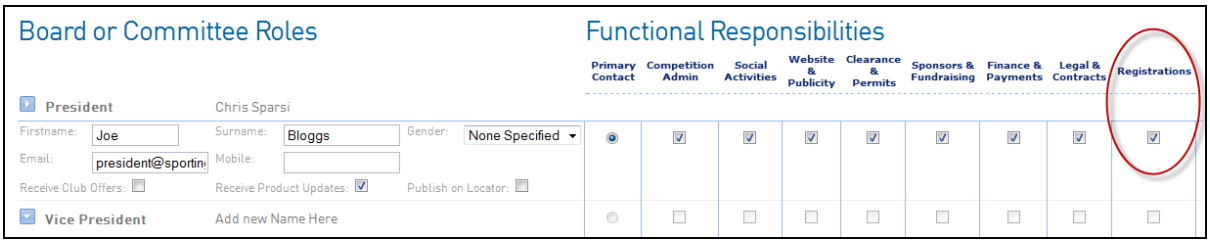


Email notifications for Association and Club Administrators can be set up from the **Contacts** page where if the **Registrations** box is ticked and a valid email address has been entered in for a particular contact, they will receive email notifications of registrations (shown over the page).

The **Contacts** menu can be accessed from the dashboard screen of your database (the screen that opens up when you first access your database)



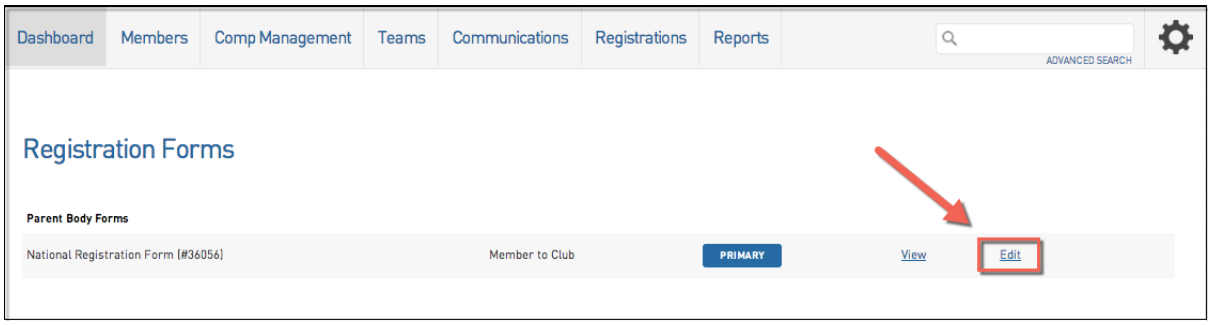
Ticking the **Registrations** box as shown below will then mean that email address will receive notifications regarding registrations.



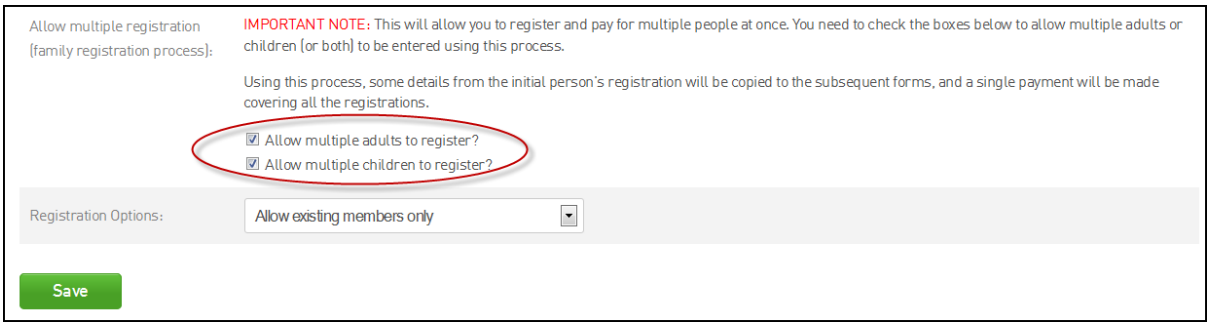
Multi-Registrations and Payments Functionality

This system allows a single user to register multiple people and also allows you to offer registration products at different prices depending on the number of people being registered at one time, in the one transaction. This system is of particular use if your club or league wishes to offer family discounts for subsequent children or adults on their memberships.

1. To activate the multi-reg system for a registration form, go into the Registration Form section and click on **Edit** next to the form you wish to turn multi-reg on.



2. In the **Settings** menu you can tick whether you want people to be able to register *Multiple Adults* and/or *Multiple Children* using this form.

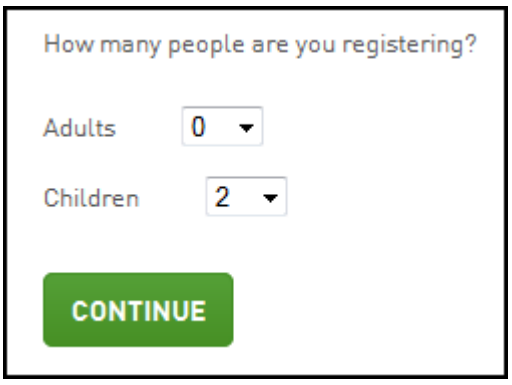

Allow multiple registration (family registration process):
IMPORTANT NOTE: This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.
Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.
Allow multiple adults to register?
Allow multiple children to register?
Registration Options:
Allow existing members only
Save

3. To save these changes to the form click **Save**

To most effectively use this system, activate the multi-reg system for a form and then attach a multiple pricing product to it meaning that subsequent adults and/or children that are registered as part of the single transaction are offered a discount.

Below is what a user will see when they complete a form with multi-reg activated.

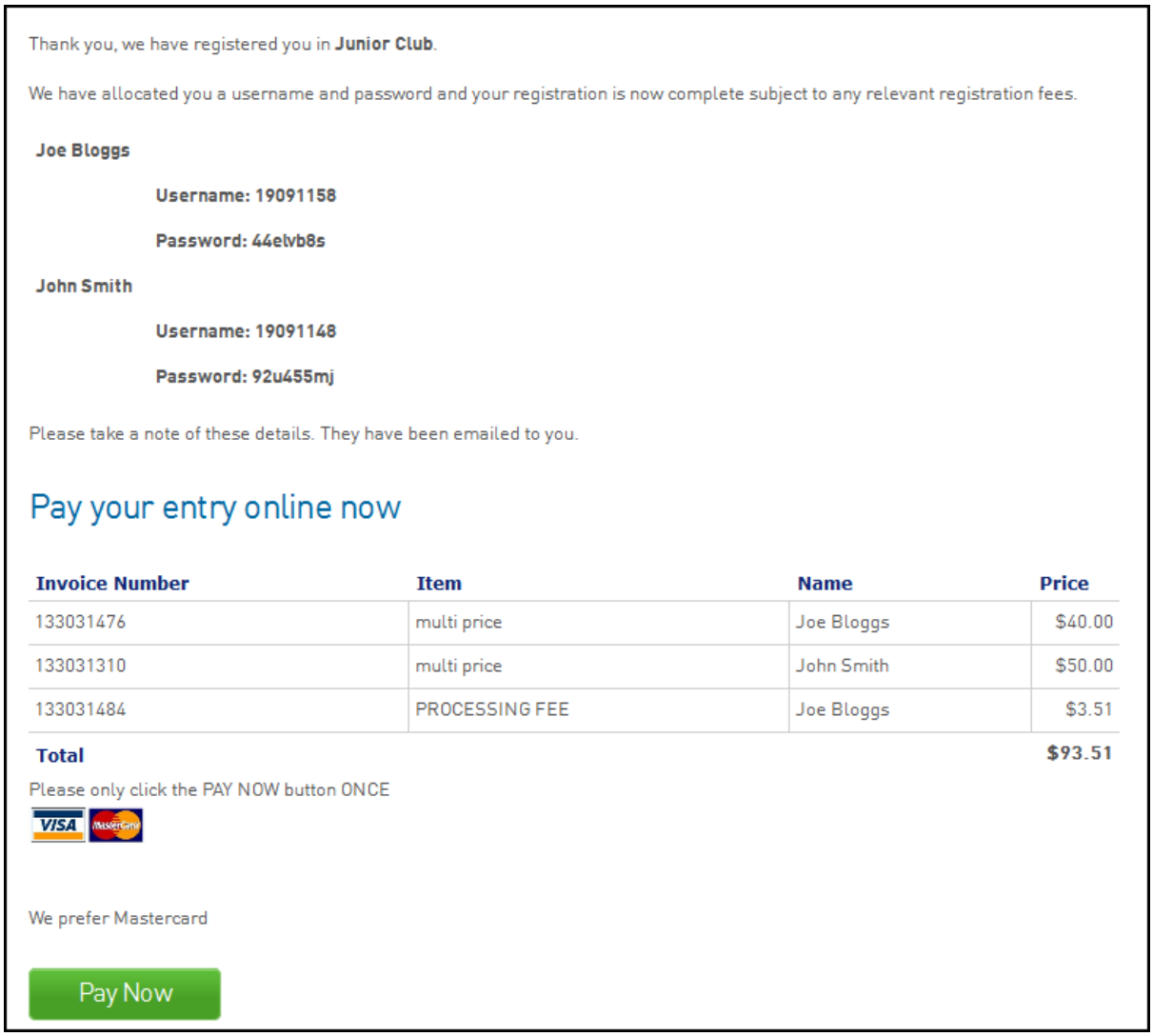
At the first screen of the registration form (shown below) they will be given the option to select how many members they wish to register (provided these options have been ticked in the **Settings** screen).



They can then complete the form as per usual for the first person they are registering.

Once a product has been selected and the **confirm** button has been clicked the process will then take the user back to the beginning of the Registration Form where they will be able to register the second adult/child. It will display what stage of the registration process the user is up to (ie. *Registering Child 2 (of 2)* as shown over the page*)*

The user will then be able to go through the registration form (fields like address, suburb, post code etc. will be pre-filled so they won't have to be filled out twice). Once they hit the **Confirm** button it will take the user through to the **Summary** screen which outlines details for their registration as well as payment details.



Thank you, we have registered you in **Junior Club**.

We have allocated you a username and password and your registration is now complete subject to any relevant registration fees.

Joe Bloggs

Username: 19091158

Password: 44elvb8s

John Smith

Username: 19091148

Password: 92u455mj

Please take a note of these details. They have been emailed to you.

Pay your entry online now

Invoice Number	Item	Name	Price
133031476	multi price	Joe Bloggs	$40.00
133031310	multi price	John Smith	$50.00
133031484	PROCESSING FEE	Joe Bloggs	$3.51
Total			**$93.51**

Please only click the PAY NOW button ONCE

We prefer Mastercard

Pay Now

Clicking the **Pay Now** button will take the user through to the Credit Card payment gateway where they are able to pay for their registration. Should users not wish to pay online they can simply close the browser. This will still register the members, they will just have an unpaid transaction on their record.

It is also important to note that this will only work correctly if the user does the above in a single session. There is no option to save and then quit part way through the session and then return and complete it at a later stage.

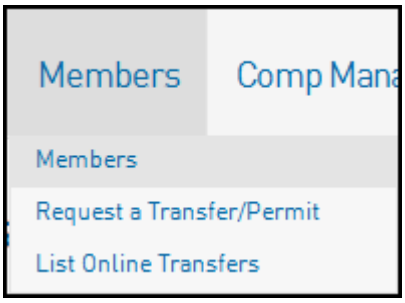
For further information on how to set up Multi-Priced products click here.

Add a Manual Payment to a Member Record

Should a member not wish to pay for their registration fee a manual payment record can be attached to the member's record.

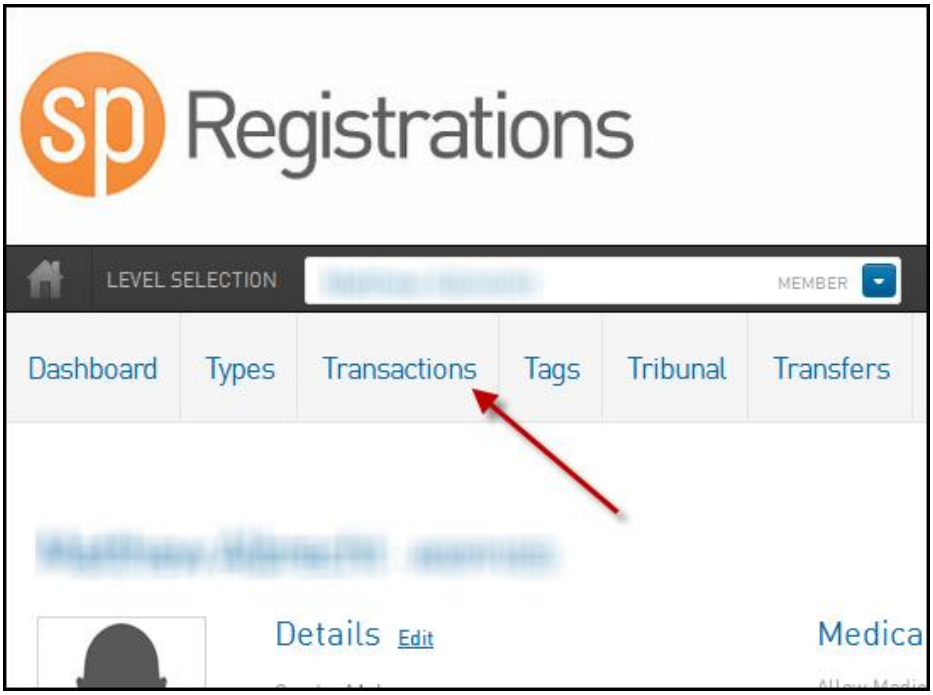
To add a Manual Payment to a member record:

1. Hover over **Members** in the top menu and click on **Members**



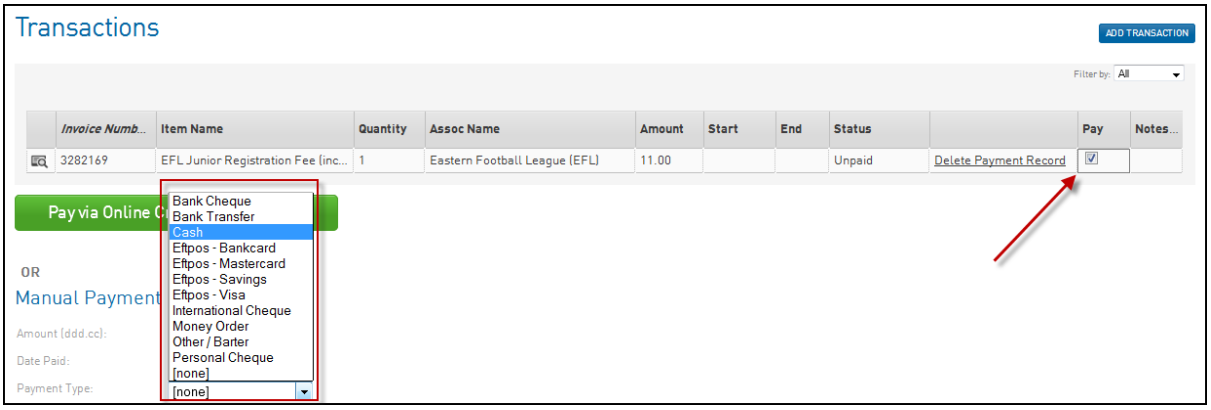
2. Locate the player whose record you wish to update and click through into their record.

3. Click on the **Transactions** menu across the top



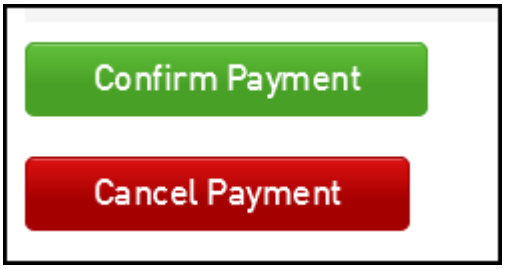
The Transactions page will then list all transactions for the selected player

4. Tick the **Pay** box for the Registration Fee you wish to mark as being paid then field out the details under the Manual Payment section, including the **Payment Type** (ie. Cash, Cheque etc.) and the **Amount**



5. Once fields have been filled out click the **Submit Manual Payment** button at the bottom of the page

6. Review the payment details and click the **Confirm Payment** button to mark the product as **Paid** and set the player as **Financial**

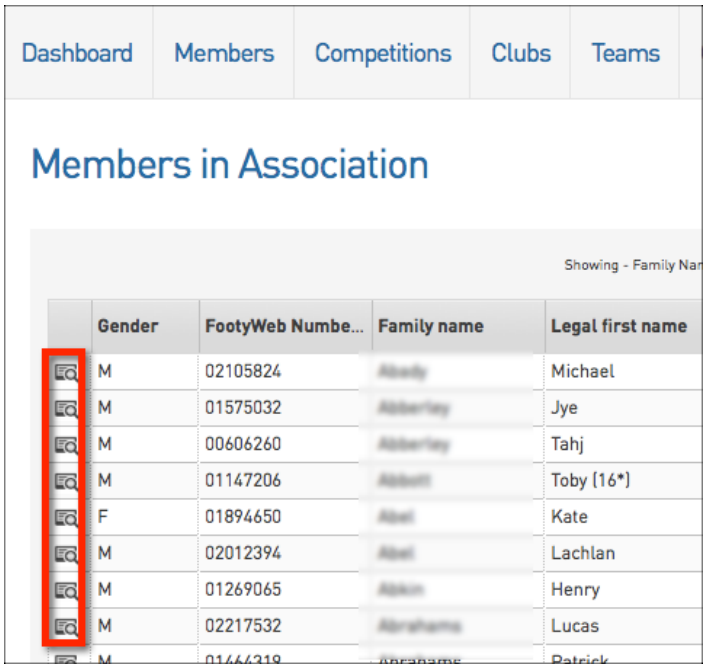


How to View Players Opt-In Settings

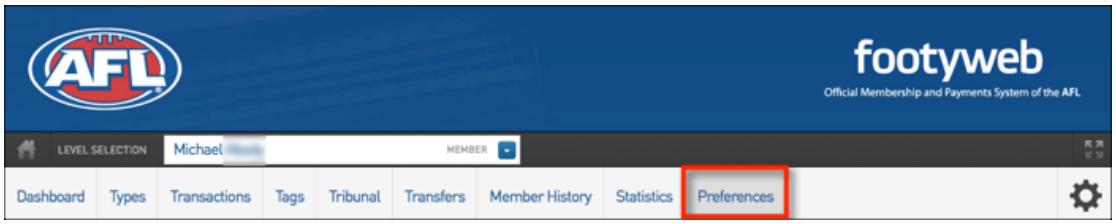
You can check individual player Opt-Ins and whether they have agreed to Terms & Conditions by following the below instructions.

1. From the dashboard menu hover over **members** and click **List Members**

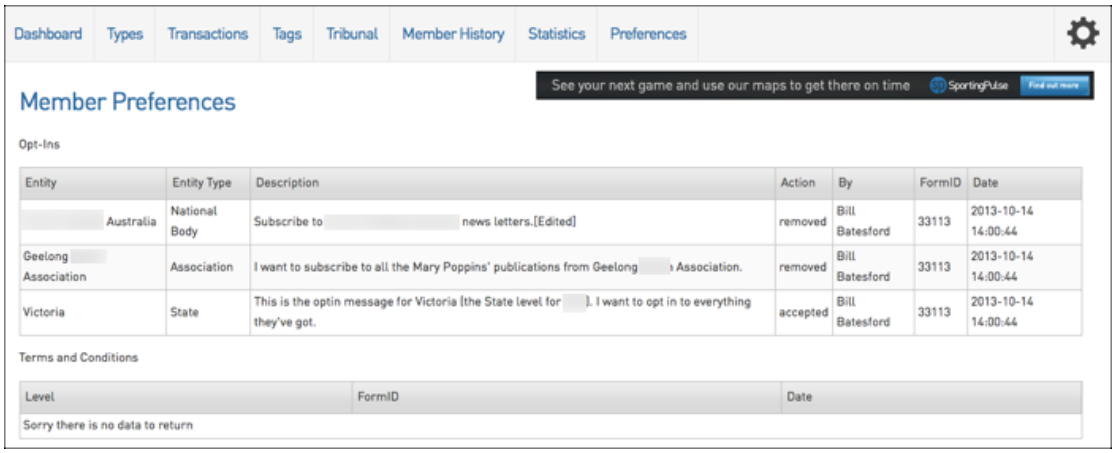
2. Click the **Magnifying Glass** to the left of the name of the member that you want to view



3. From the members menu click **Preferences**



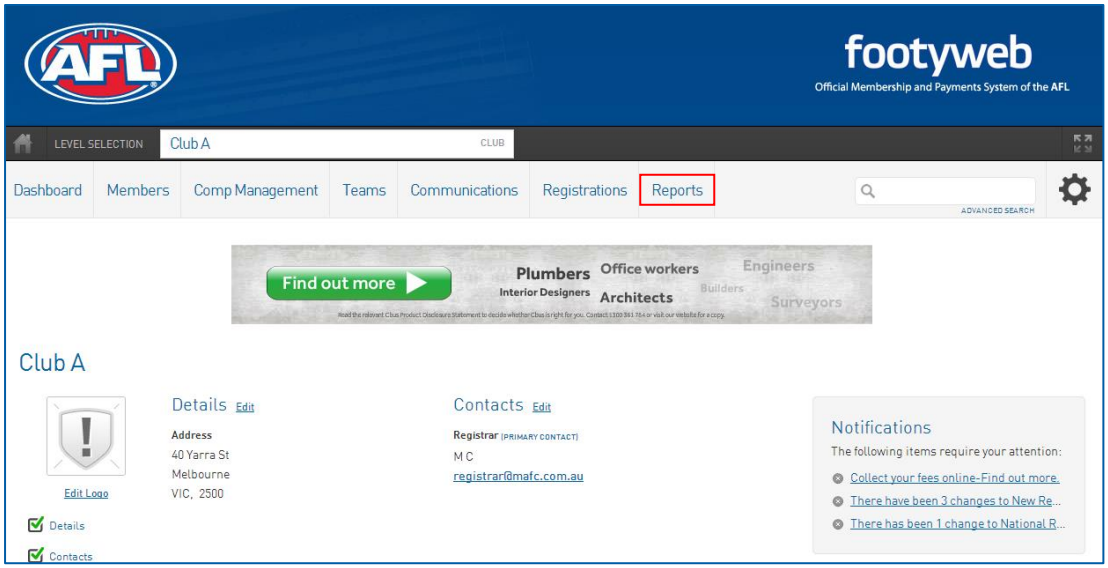
4. You will then see all the **Opt-Ins & Terms and Conditions** that the member has agreed to



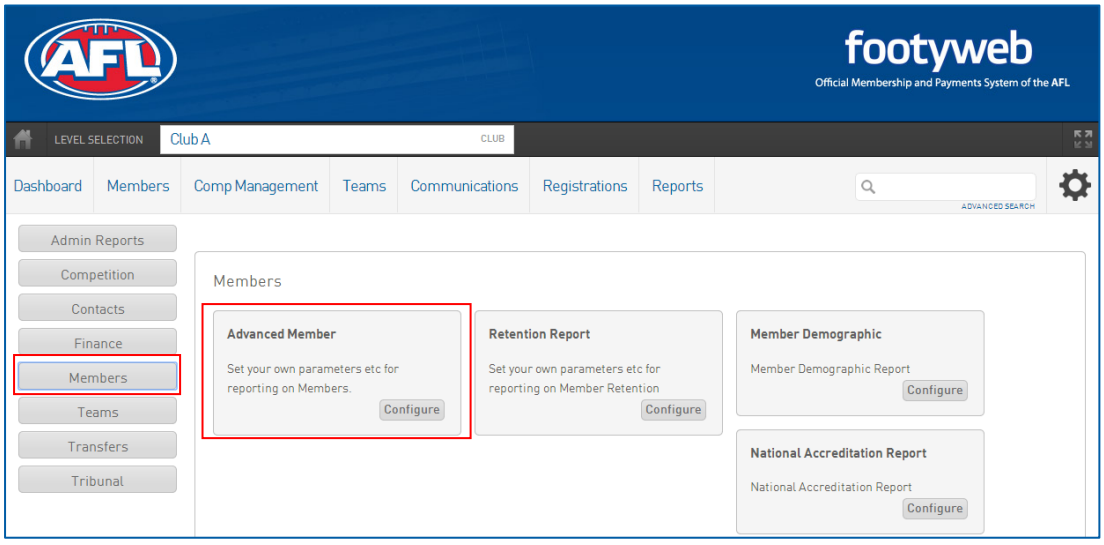
How to run a Usernames Report

You may want to run a **Usernames Report** so you can have a printout ready on your Registration Day or alternatively so you can distribute to your Members from last year accordingly. To find out what the Usernames are for your Members in Footyweb from last year follow the below instructions-

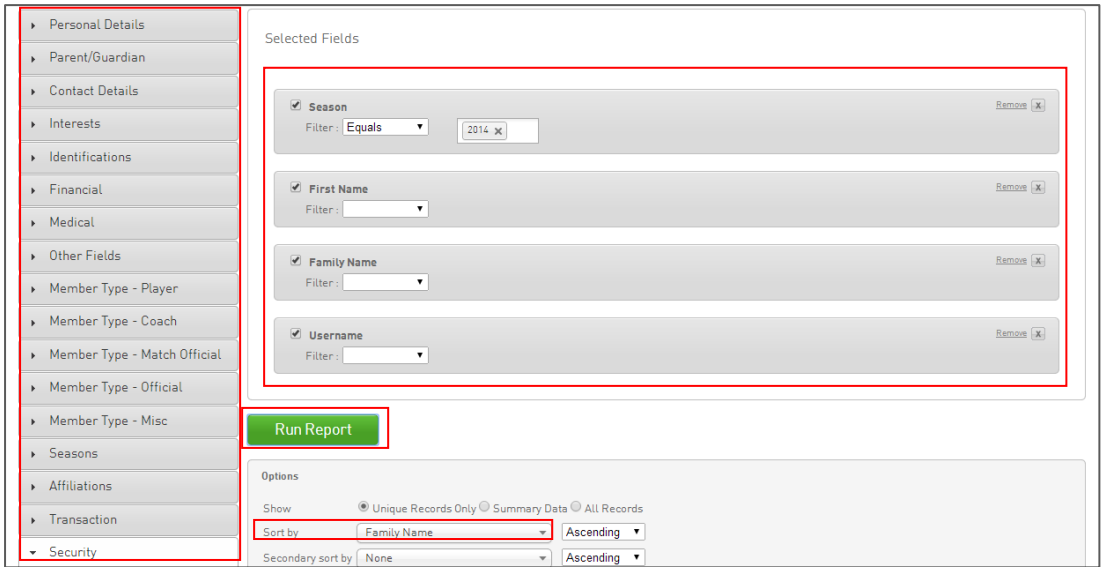
1. From the dashboard menu in your database click on **Reports**



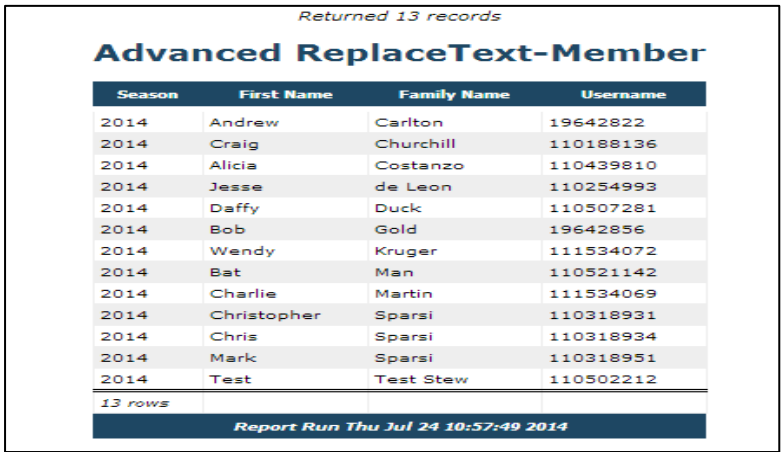
2. On the next screen click on **Members** and then **Advanced Member**



3. Start building you Report by dragging and dropping fields you want to report on from the left hand side tabs across to the Selected Fields area. Remember to always include the Season (then choose equals on the dropdown and the Season) you want to report on together with other fields you may want such as First Name, Last Name & Username as a minimum etc. You may want to "Sort by" Family Name as well for continuity. For those proficient in "Mail Merge" you may want to include "Email" so then you email the Usernames to all your Members etc. Finally click on **Run Report** when you're ready to view your Usernames Report with the fields you've chosen.



4. Once you click **Run Report** the system will open up a new window which will provide you with a Report on all the fields you've chosen. You can also highlight all the fields, **Copy** and then **Paste** into an Excel document if you like.



Returned 13 records

Advanced ReplaceText-Member

Season	First Name	Family Name	Username
2014	Andrew	Carlton	19642822
2014	Craig	Churchill	110188136
2014	Alicia	Costanzo	110439810
2014	Jesse	de Leon	110254993
2014	Daffy	Duck	110507281
2014	Bob	Gold	19642856
2014	Wendy	Kruger	111534072
2014	Bat	Man	110521142
2014	Charlie	Martin	111534069
2014	Christopher	Sparsi	110318931
2014	Chris	Sparsi	110318934
2014	Mark	Sparsi	110318951
2014	Test	Test Stew	110502212

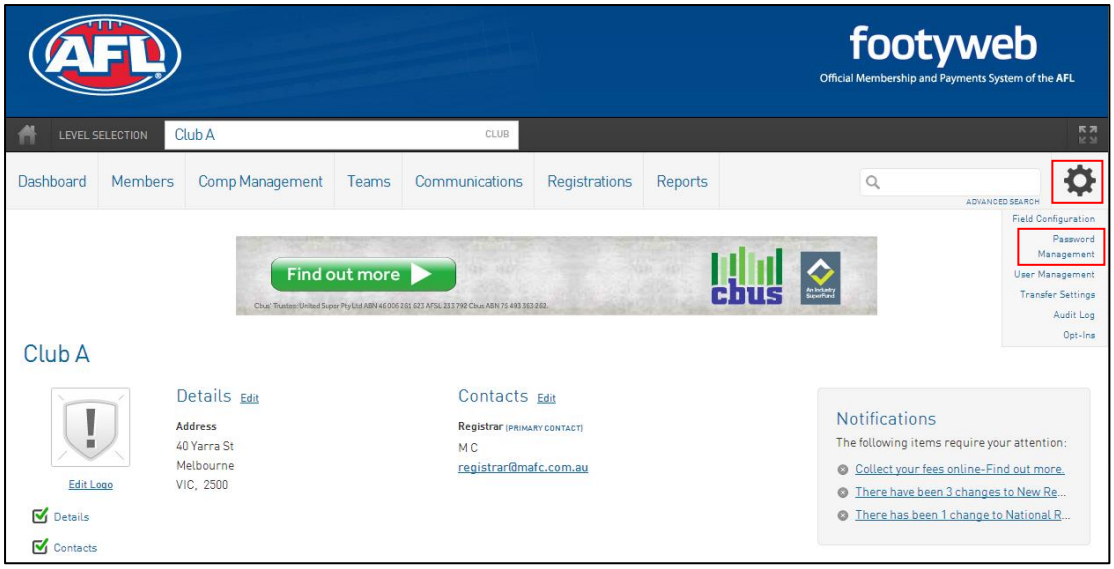
13 rows

Report Run Thu Jul 24 10:57:49 2014

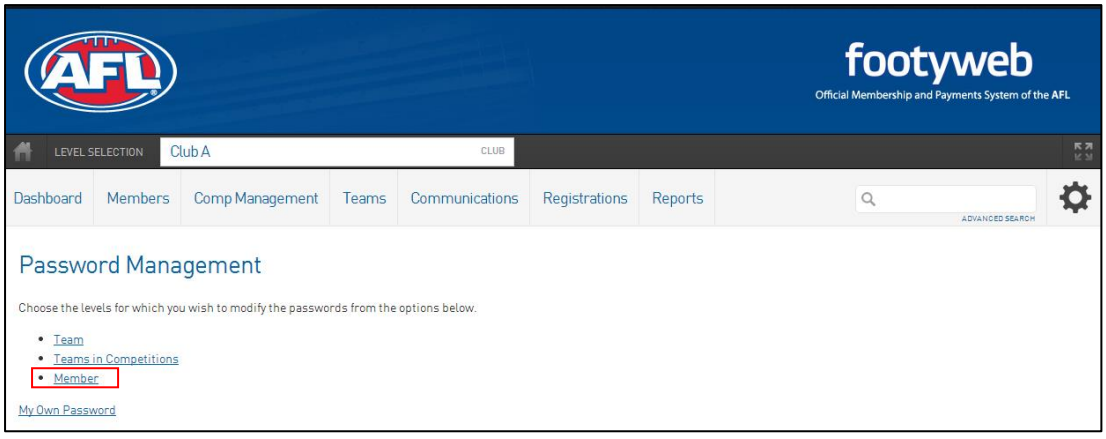
How to reset Passwords for your Members

For Members who don't have an Email address in Footyweb and won't be able to "recall" their Username & Password or will receive a Member Renewal Email, you will most likely need to "reset" their Password and provide this to them along with their Username so they can register for the new Season on your Club Registration Form. In order to reset Passwords for your Members, follow the below steps-

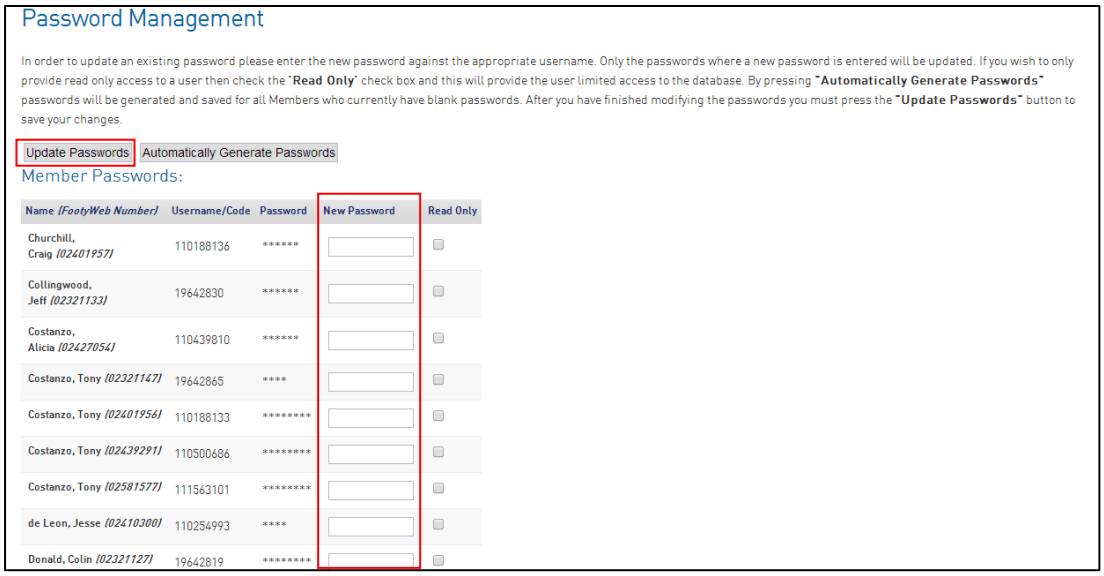
1. From the dashboard menu in your database click on **Cog/Settings** icon as below and from the dropdown list then click on **Password Management**



2. On the next screen click on **Member**



3. The next screen will present a list of **all** Members in your Footyweb database who have been a part of your Club. In order to reset Passwords for any number of your Members, simply add a temporary Password you will provide to the Members of whom you wish to reset in the blank "**New Password**" box and once you've done that for all the Members for whom you wish to reset their Password then click on the **Update Passwords** button.


Password Management
In order to update an existing password please enter the new password against the appropriate username. Only the passwords where a new password is entered will be updated. If you wish to only provide read only access to a user then check the "Read Only" check box and this will provide the user limited access to the database. By pressing "Automatically Generate Passwords" passwords will be generated and saved for all Members who currently have blank passwords. After you have finished modifying the passwords you must press the "Update Passwords" button to save your changes.
Update Passwords
Automatically Generate Passwords
Member Passwords:
Name (FootyWeb Number)
Username/Code
Password
New Password
Read Only
Churchill, Craig (02401957) 110188136 ******
Collingwood, Jeff (02321133) 19642830 ******
Costanzo, Alicia (02427054) 110439810 ******
Costanzo, Tony (02321147) 19642865 ****
Costanzo, Tony (02401956) 110188133 ********
Costanzo, Tony (02439291) 110500686 ********
Costanzo, Tony (02581577) 111563101 ********
de Leon, Jesse (02410300) 110254993 ****
Donald, Colin (02321127) 19642819 ********

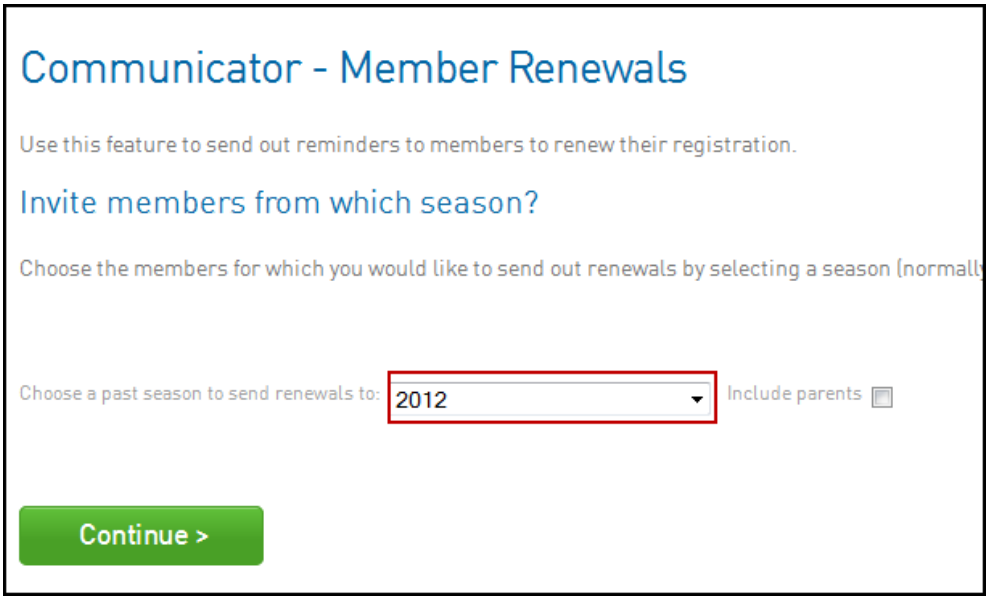
4. Once the above is complete is you can provide your Member(s) their Username and Password (that you just reset for them) so they can access login to their Footyweb record on your Club Registration Form and register for the new Season.

How to send automated Member Renewal Email

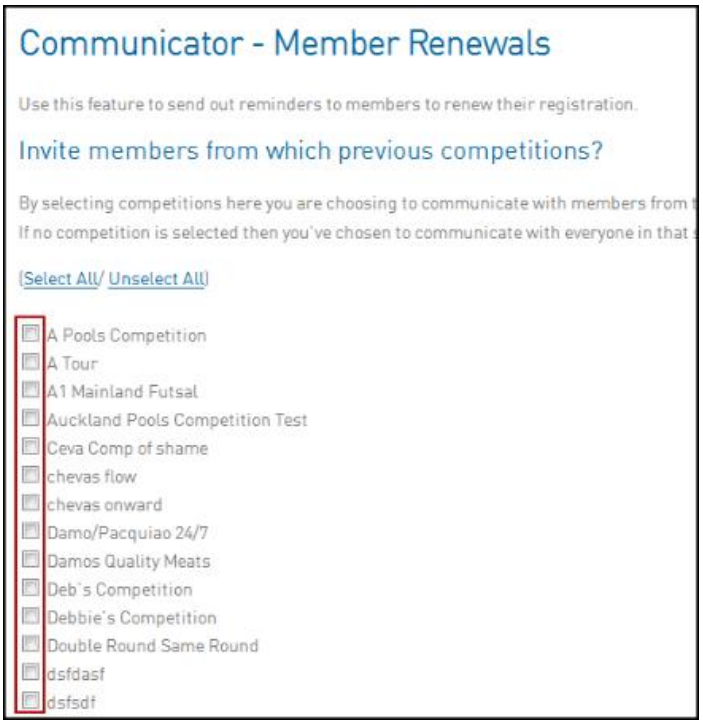
An email can be sent out to all existing members in the database inviting them to re-register to the current season. This will send an email to all members who haven't yet registered to the current registration season.

To send out Member Renewal emails to your members, follow the steps below:

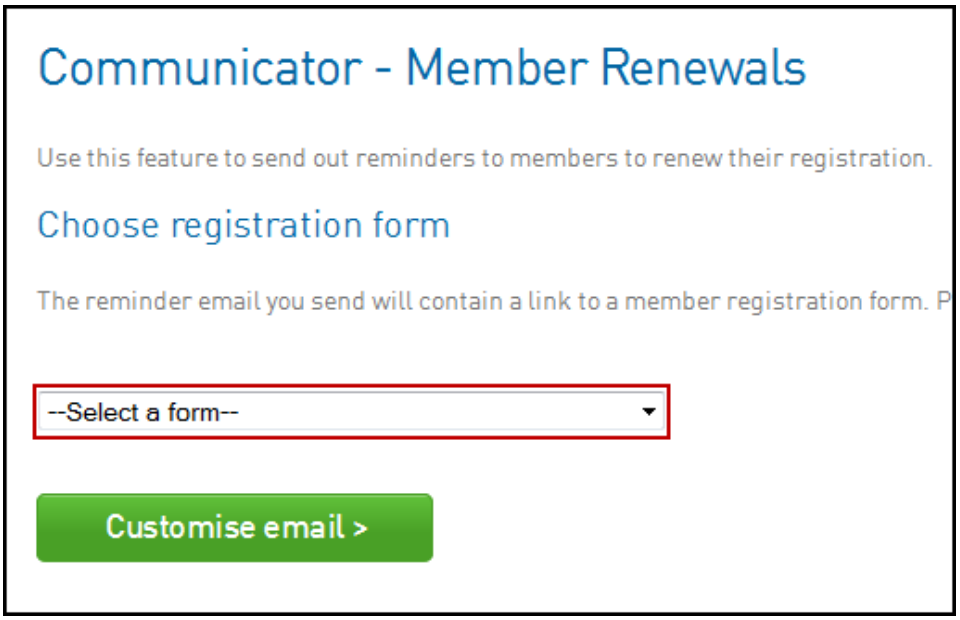
1. Select the past Season


Communicator - Member Renewals
Use this feature to send out reminders to members to renew their registration.
Invite members from which season?
Choose the members for which you would like to send out renewals by selecting a season (normall
Choose a past season to send renewals to:
2012
Include parents
Continue >

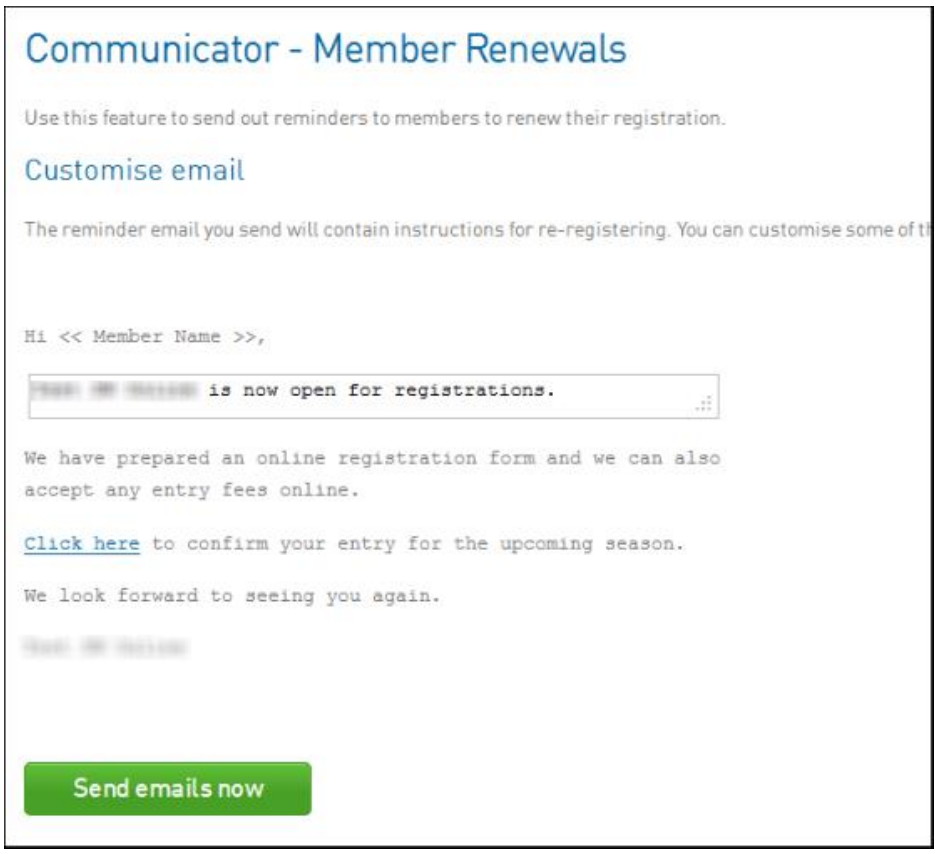
2. Select the Competition(s)


Communicator - Member Renewals
Use this feature to send out reminders to members to renew their registration.
Invite members from which previous competitions?
By selecting competitions here you are choosing to communicate with members from
If no competition is selected then you've chosen to communicate with everyone in that
(Select All/ Unselect All)
A Pools Competition
A Tour
A1 Mainland Futsal
Auckland Pools Competition Test
Ceva Comp of shame
chevas flow
chevas onward
Damo/Pacquiao 24/7
Damos Quality Meats
Deb's Competition
Debbie's Competition
Double Round Same Round
dsfdasf
dsfsdf

3. Select the Member Registration form


Communicator - Member Renewals
Use this feature to send out reminders to members to renew their registration.
Choose registration form
The reminder email you send will contain a link to a member registration form. P
--Select a form--
Customise email >

4. Select **Send Emails Now** to proceed.


Communicator - Member Renewals
Use this feature to send out reminders to members to renew their registration.
Customise email
The reminder email you send will contain instructions for re-registering. You can customise some of t
Hi << Member Name >>,
is now open for registrations.
We have prepared an online registration form and we can also accept any entry fees online.
Click here to confirm your entry for the upcoming season.
We look forward to seeing you again.
Send emails now

Below is an example of the content that will be sent out (the email will automatically fill in the 'Member Name', the 'Club Name' and link directly to the registration form).

The box underneath the 'Hi <<Member Name>>' text will allow you to add in any further information to the email that goes out to your members.

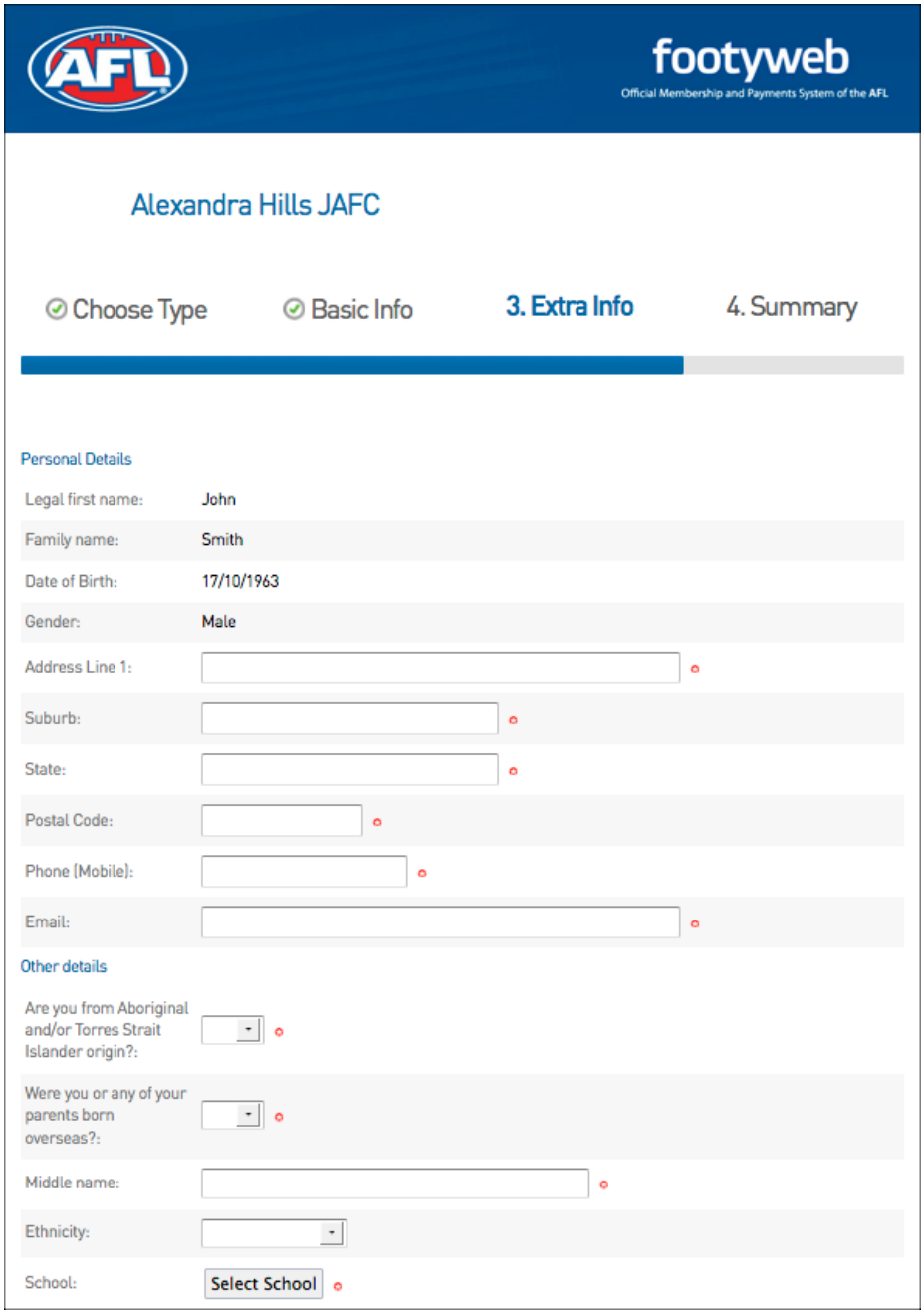
***PLEASE NOTE:** The click here button is only to be used for **Single Registrations**, it will only allow one member to re-register at a time. If the Registration Form is set to accept Multiple Registrations (ie. Family Discounts) members who wish to re-register more than one child at a time will need to access the Registration Form via a link, rather than from the Member Renewal email.

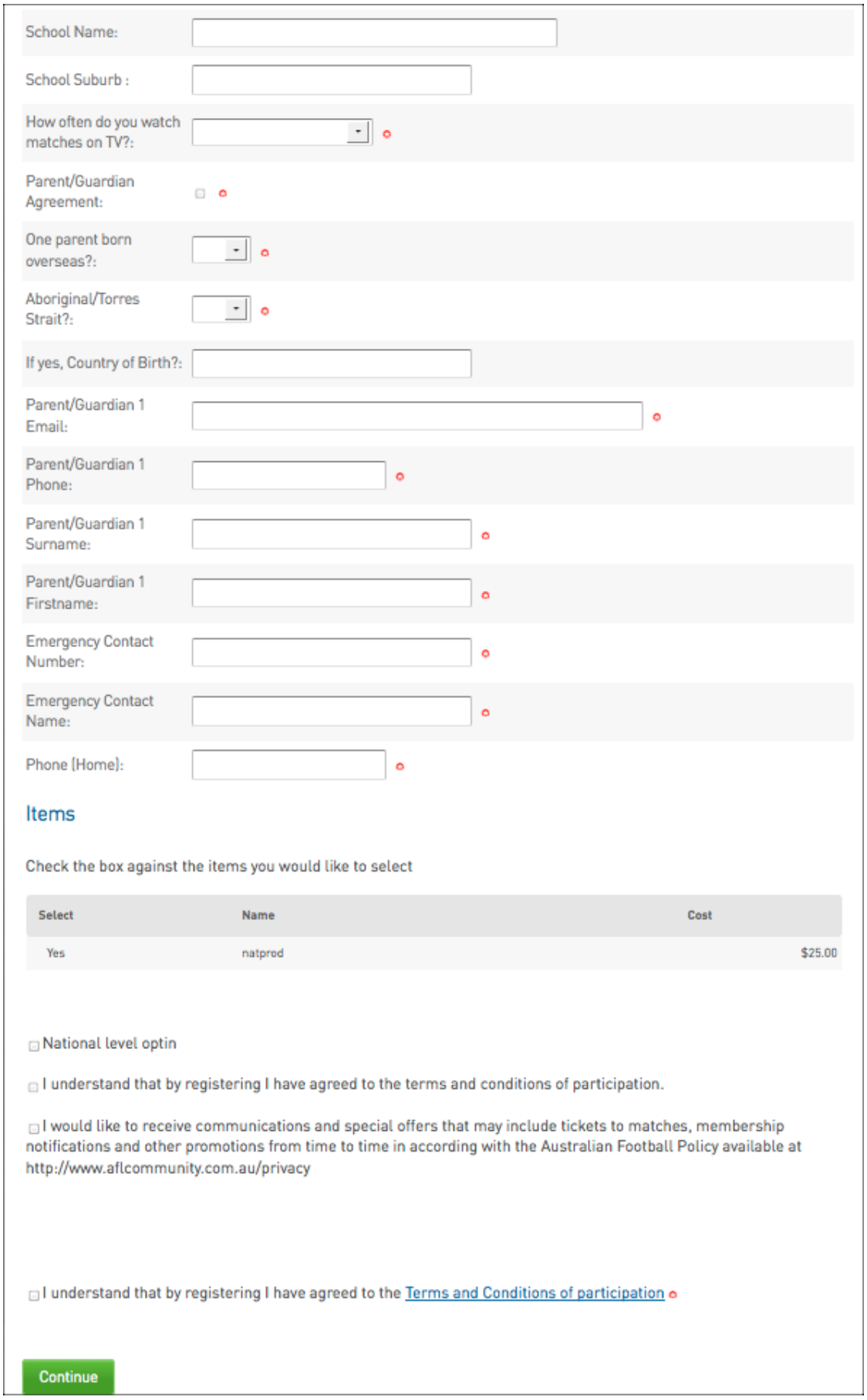
5. Click **Send Emails Now** to send out the email to your members

What the Member will see when registering

When your members log in to this Registration Form to register themselves, they will see the screen on the next page as an example of a registration form.

Compulsory fields will be marked with an orange star, products (if displayed on a registration form) will display at the bottom of the form.



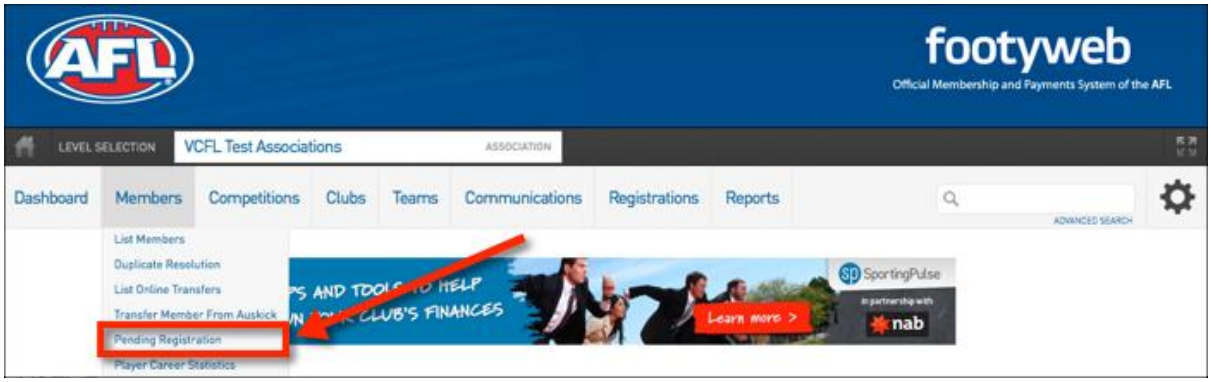

School Name:
School Suburb :
How often do you watch matches on TV?:
Parent/Guardian Agreement:
One parent born overseas?:
Aboriginal/Torres Strait?:
If yes, Country of Birth?:
Parent/Guardian 1 Email:
Parent/Guardian 1 Phone:
Parent/Guardian 1 Surname:
Parent/Guardian 1 Firstname:
Emergency Contact Number:
Emergency Contact Name:
Phone (Home):
Items
Check the box against the items you would like to select
Select
Name
Cost
Yes
natprod
$25.00
National level optin
I understand that by registering I have agreed to the terms and conditions of participation.
I would like to receive communications and special offers that may include tickets to matches, membership notifications and other promotions from time to time in according with the Australian Football Policy available at http://www.aflcommunity.com.au/privacy
I understand that by registering I have agreed to the Terms and Conditions of participation
Continue

Pending Registration: How to Approve or Deny

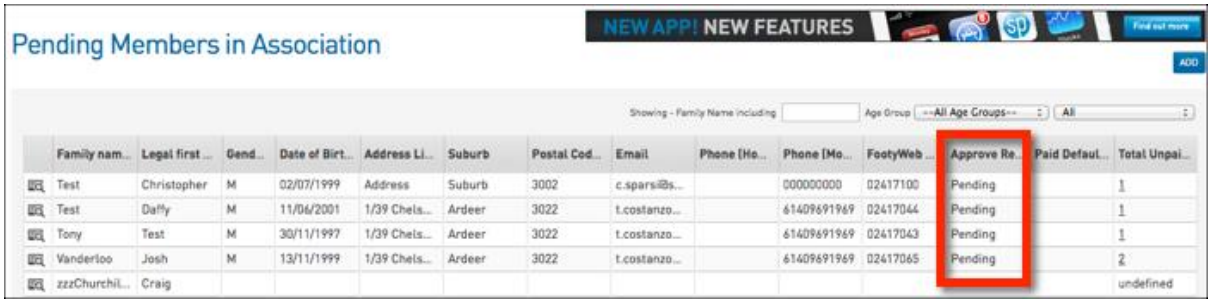
New players that have not previously been registered with another Club in the Footyweb system will be able to register online via the "I am registering to the Club for the first time" link but they will be put in with a **Pending Registration** status. Auskick players joining a Junior Club will be able to register online via the same means and they to will go into a **Pending Registration** status.

It is then the responsibility of the club to **Approve** or **Deny** the registration. To update the member statuses follow the directions below.

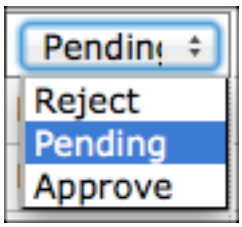
1. From the dashboard hover over **Members** and click **Pending Registration**



2. You will then be taken to the pending members screen where you will see a list of all pending members.


Pending Members in Association
NEW FEATURES
ADD
Family nam...
Legal first ...
Gend...
Date of Birt...
Address Li...
Suburb
Postal Cod...
Email
Phone (Ho...
Phone (Mo...
FootyWeb ...
Approve Re...
Paid Defaul...
Total Unpai...
Test Christopher M 02/07/1999 Address Suburb 3002 c.sparsi@s... 000000000 02417100 Pending 1
Test Daffy M 11/06/2001 1/39 Chels... Ardeer 3022 t.costanzo... 61409691969 02417044 Pending 1
Tony Test M 30/11/1997 1/39 Chels... Ardeer 3022 t.costanzo... 61409691969 02417043 Pending 1
Vanderloo Josh M 13/11/1999 1/39 Chels... Ardeer 3022 t.costanzo... 61409691969 02417065 Pending 2
zzzChurchil... Craig undefined

3. From the **Approve Registration** column click the the pord **Pending,** this will open a drop down box which allows you to choose either **Reject** or **Approve.** If you approve the member they will be added into your club in the current registration season.



NOTE: Levels above the club will also have access to change the pending status of a member if required.

Contacts & Locator

With the rise of the Internet as the most popular method for finding information, ensuring your club or association is highly visible on the Internet is crucial to promoting your club/association, attracting new members and providing a professional service to your existing members. FOX SPORTS PULSE Membership makes this possible through the Contacts and Locator modules.

As sports administrators we urge you to do what you can to keep your club/ association information up to date. Below are a few tips on how to do so.

When you log into your association or club database the first screen you see is the 'dashboard'. From here you can access and update your association/club's basic details and information (item 1 in the graphic below), Board & Committee member contacts (2) and physical address so that you can be found in your sport's club/ association 'finder' (3).

Details

The 'details' menu allows you to update the basic information on your club/ association including address, phone numbers and email addresses.

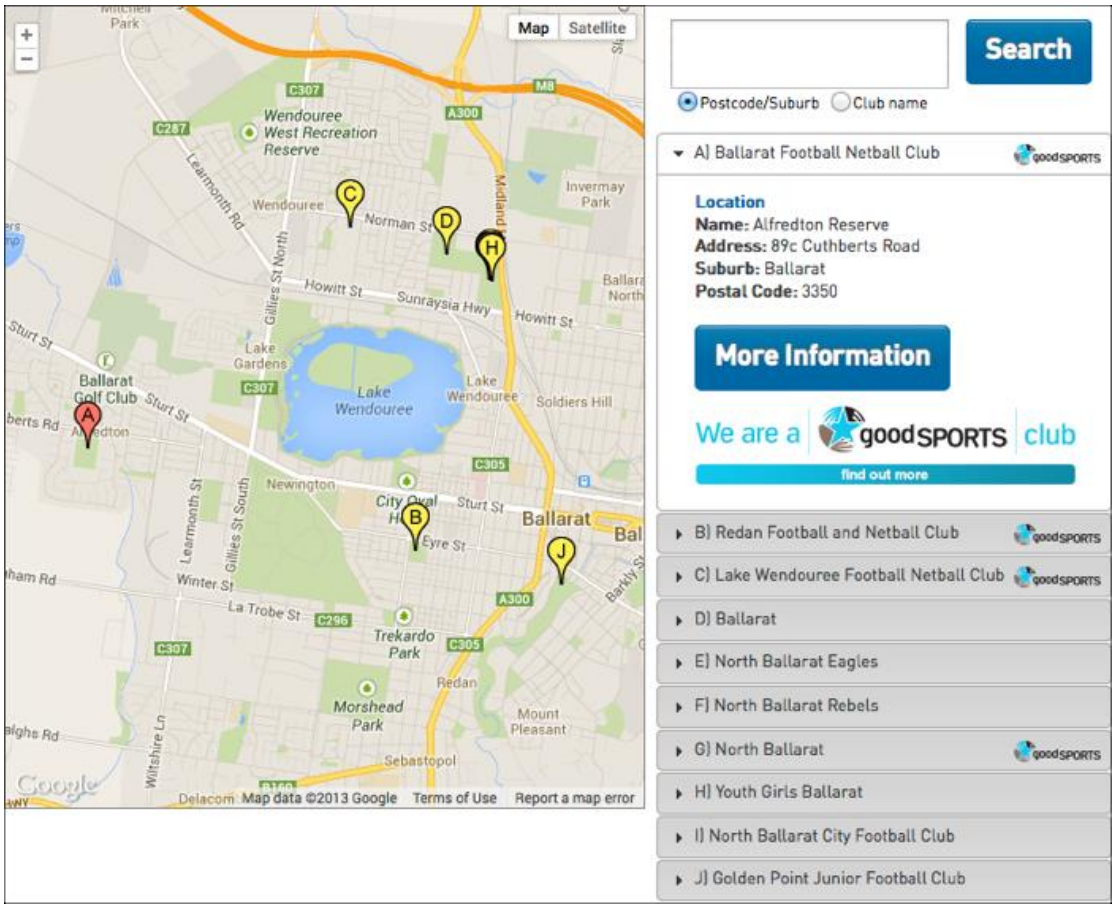
Contacts

This module allows clubs and associations to manage the contact details and responsibilities of their administrators. Entering data and contact details into this area will assist administrators by sending them important communications in relation to the area they are responsible for.

To do this click on the **tick box** within the **Functional Responsibilities** area that correlates with the board members responsibility.

Locator

The 'locator' is a valuable tool for ensuring that your club/association can be found by potential members/ players through the FOX SPORTS PULSE 'locator' which will be displayed on www.playafl.com.au. Entering your playing venue location details into the locator section in Membership will ensure that when someone uses the locator to search for a club, yours will appear in the results along with the club's contact information. Below is another example of a sport's 'Locator' on the FOX SPORTS PULSE website and the results that are returned when a postcode or suburb is entered.



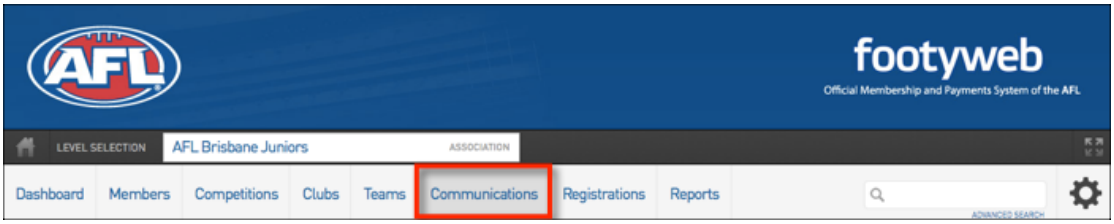
How do I Send Communications to My Members

The process for sending a message consists of the following steps:

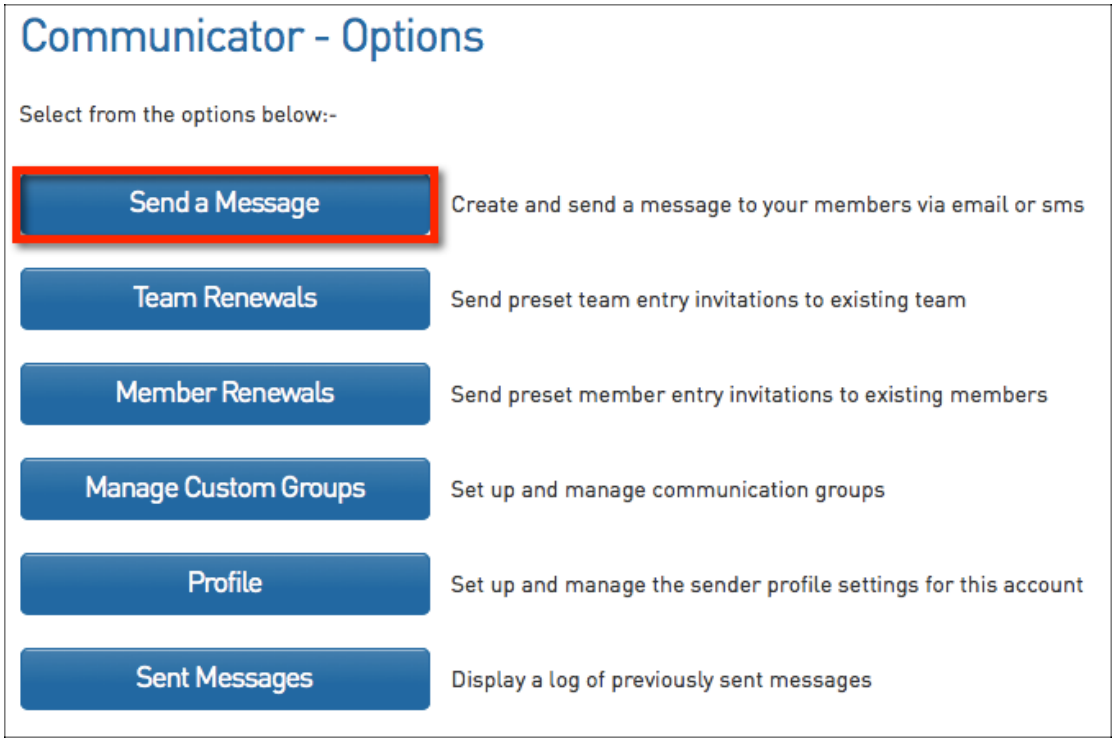
1. Specify recipients
2. Select a mode of communication
3. Compose message

Specify Recipients

1. From the association, club or team level of Membership, click on **Communications** in the menu.



2. The Communicator options will open. Click on **Send a Message**.

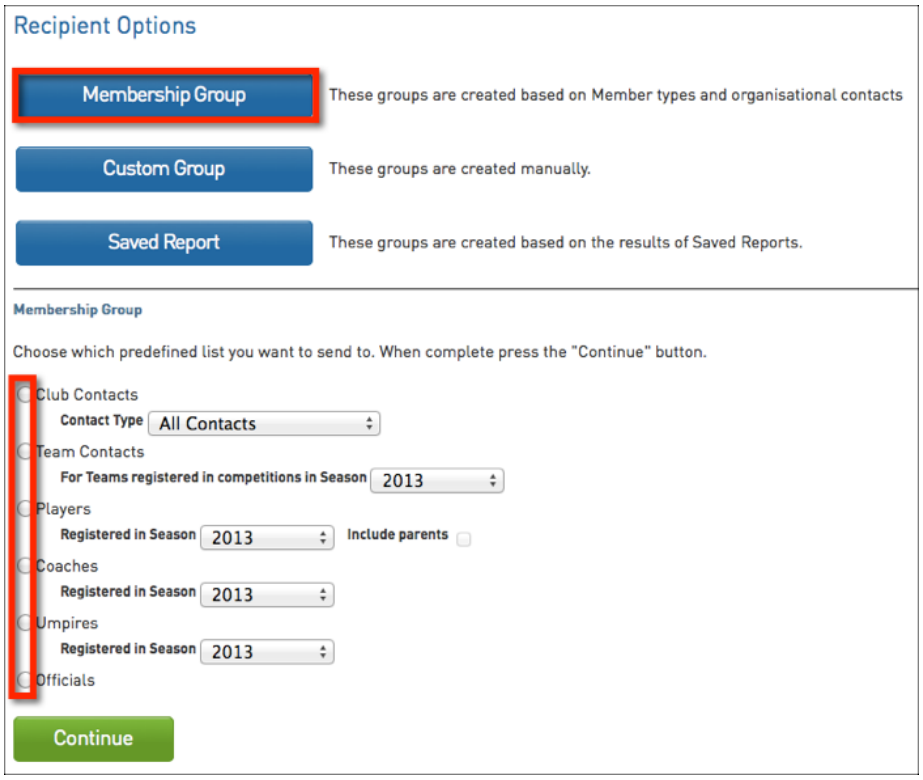

Communicator - Options
Select from the options below:-
Send a Message
Create and send a message to your members via email or sms
Team Renewals
Send preset team entry invitations to existing team
Member Renewals
Send preset member entry invitations to existing members
Manage Custom Groups
Set up and manage communication groups
Profile
Set up and manage the sender profile settings for this account
Sent Messages
Display a log of previously sent messages

3. Three 'recipient options' are available. A description of each is provided below:
    1. Membership Group - select members based on their **member type** (players, coaches, umpires, officials), select administrators from the **club contacts** and/ or select **team contacts.**
    2. Custom Group - select a **custom group** of recipients that you have previously set up
    3. Saved Report - select a **saved member report** that you have previously set up

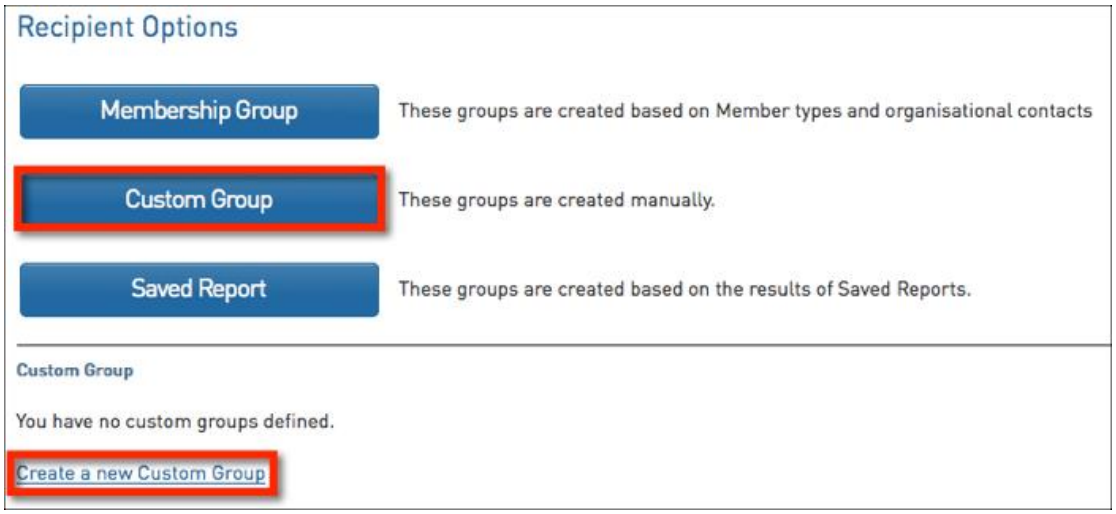
Communicator - Specify Recipients
Select who you want to send the message to:
Recipient Options
Membership Group
These groups are created based on Member types and organisational contacts
Custom Group
These groups are created manually.
Saved Report
These groups are created based on the results of Saved Reports.

4. Click on **Membership Group** if you wish to use this option. The Membership Group options will open. Click on the **radio button** to select an option:
    - Club Contacts - click on the **Contact Type** drop-down list select the type of club contacts you want to send the message to.
    - Team Contacts - click on the **For Teams registered in competitions in Season** drop-down list and select a season. This will send the message to teams participating in that season
    - Players - click on the **Registered in Season** drop-down list and select a season. This will send the message to players registered in that season. Click on the **Include parents** check box to also include players' parents as recipients.
    - Coaches - click on the **Registered in Season** drop-down list and select a season. This will send the message to coaches registered in that season.

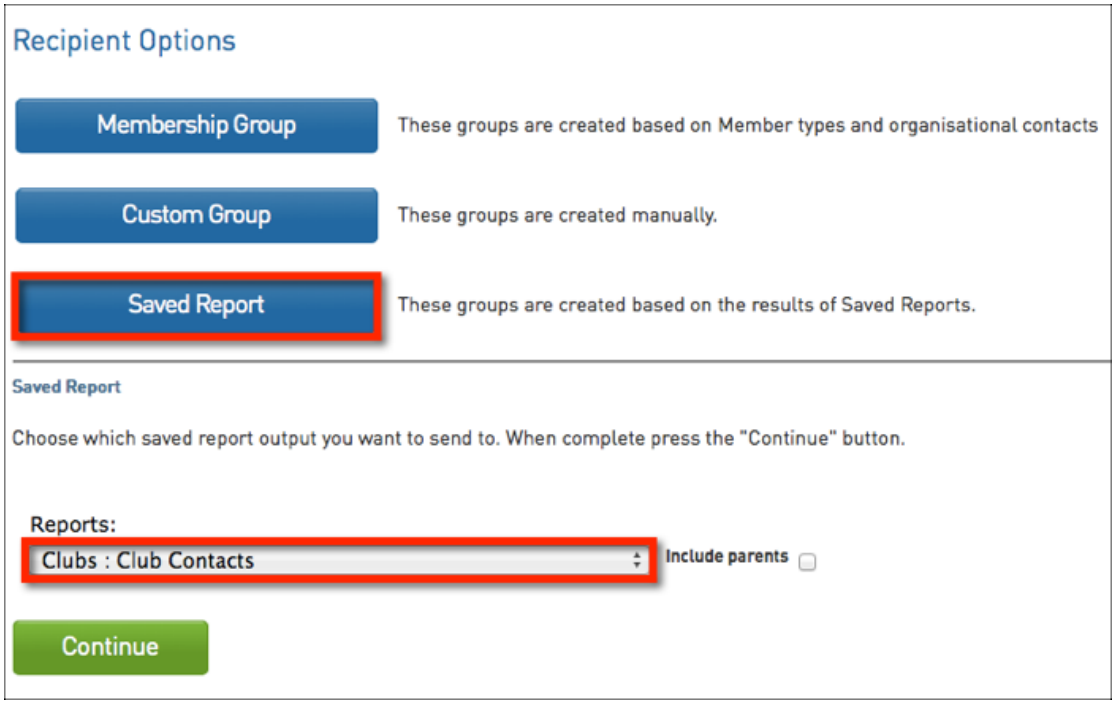
- Umpires - click on the **Registered in Season** drop-down list and select a season. This will send the message to umpires registered in that season.
- Officials - this will send the message to all officials in your database


Recipient Options
Membership Group
These groups are created based on Member types and organisational contacts
Custom Group
These groups are created manually.
Saved Report
These groups are created based on the results of Saved Reports.
Membership Group
Choose which predefined list you want to send to. When complete press the "Continue" button.
Club Contacts
Contact Type All Contacts
Team Contacts
For Teams registered in competitions in Season 2013
Players
Registered in Season 2013
Include parents
Coaches
Registered in Season 2013
Umpires
Registered in Season 2013
Officials
Continue

Click on **Custom Group** if you wish to use this option. Click on the **Groups** drop-down list and select the group that you want to send the message to.


Recipient Options
Membership Group
These groups are created based on Member types and organisational contacts
Custom Group
These groups are created manually.
Saved Report
These groups are created based on the results of Saved Reports.
Custom Group
You have no custom groups defined.
Create a new Custom Group

Click on **Saved Report** if you wish to use this option. Click on the **Reports** drop-down list and select the saved member report that contains the recipients that you want to send the message to.

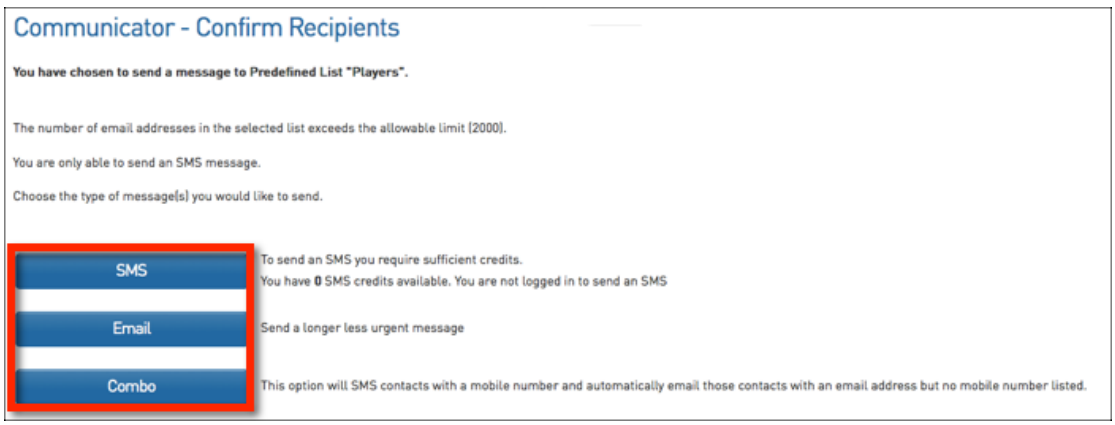

Recipient Options
Membership Group
These groups are created based on Member types and organisational contacts
Custom Group
These groups are created manually.
Saved Report
These groups are created based on the results of Saved Reports.
Saved Report
Choose which saved report output you want to send to. When complete press the "Continue" button.
Reports:
Clubs : Club Contacts
Include parents
Continue

Tip: If you obtain permission from members to send them communications, you can use the 'mailing list' field to manage those that do/ do not want to receive communications. If you use the Mailing List field, be sure to include it in your custom report (eg. Mailing List = 'Yes').

Once you have selected your recipient option and specified the settings for that option, click on **Continue**.

Select a Communication Method

1. The 'Confirm Recipients' screen will appear, which contains:
    - A message at the top of screen confirming the recipient option that you have chosen
    - The communication methods available - choose whether to send the message via **SMS**, **Email** or **Combo**. The 'Combo' option will send an SMS to all recipients with a mobile number and an email to recipients that have an email address but no mobile number.
    - A 'Contact Summary' of the recipients, which shows the total number of recipients and a breakdown by mode of communication available - the number of recipients that can be contacted by email, mobile phone, email and mobile phone, or email only (no mobile phone). These figures help identify the number of emails/ SMS messages that will be sent out


Communicator - Confirm Recipients
You have chosen to send a message to Predefined List "Players".
The number of email addresses in the selected list exceeds the allowable limit (2000).
You are only able to send an SMS message.
Choose the type of message(s) you would like to send.
SMS
To send an SMS you require sufficient credits.
You have 0 SMS credits available. You are not logged in to send an SMS
Email
Send a longer less urgent message
Combo
This option will SMS contacts with a mobile number and automatically email those contacts with an email address but no mobile number listed.

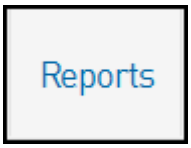
2. Click on the communication method that you wish to use - **SMS**, **Email** or **Combo**.

The Reporting System

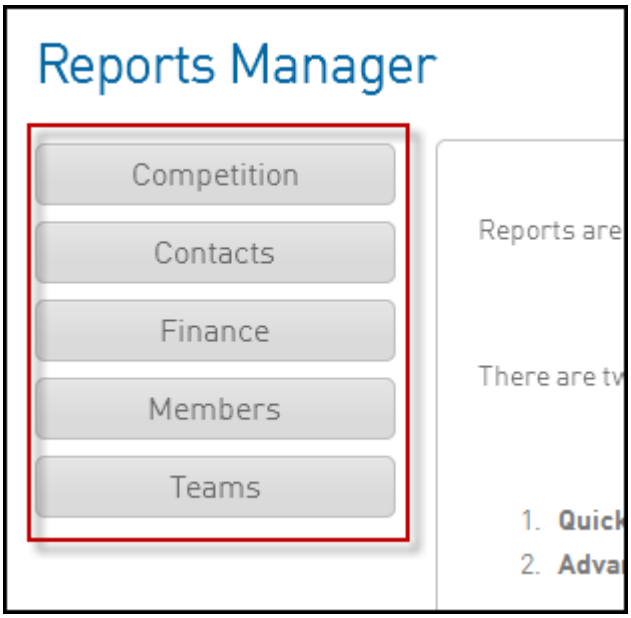
The Reporting system is a powerful tool that will allow you to customise all sorts of reports based on the information that you require.

To access the Reports system:

1. Click on the **Reports** menu across the top



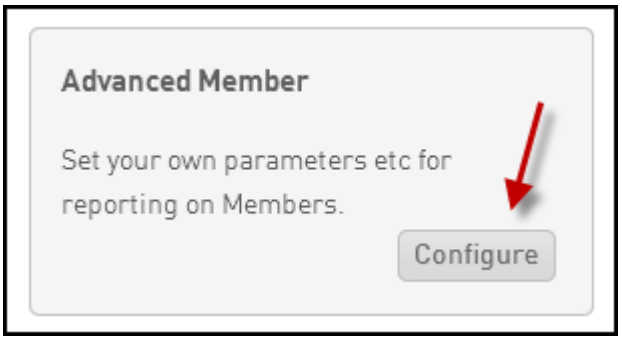
You'll then see the screen below where you can select a category for the report you wish to run (members is generally the most common run report).



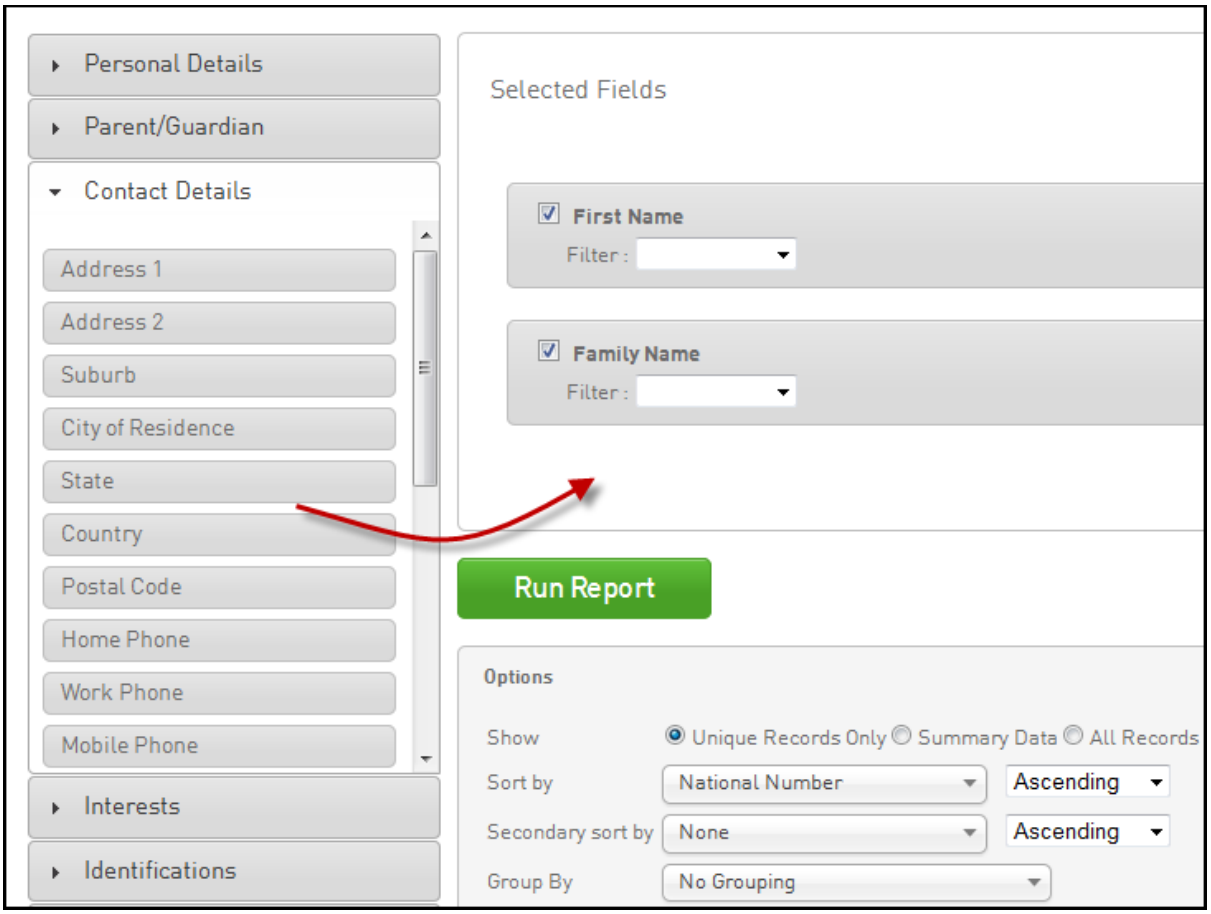
To run a basic Advanced Member report:

1. Click on **Members** (from the above screen shot)

2. Click on the **Configure** button for the **Advanced Member Report**

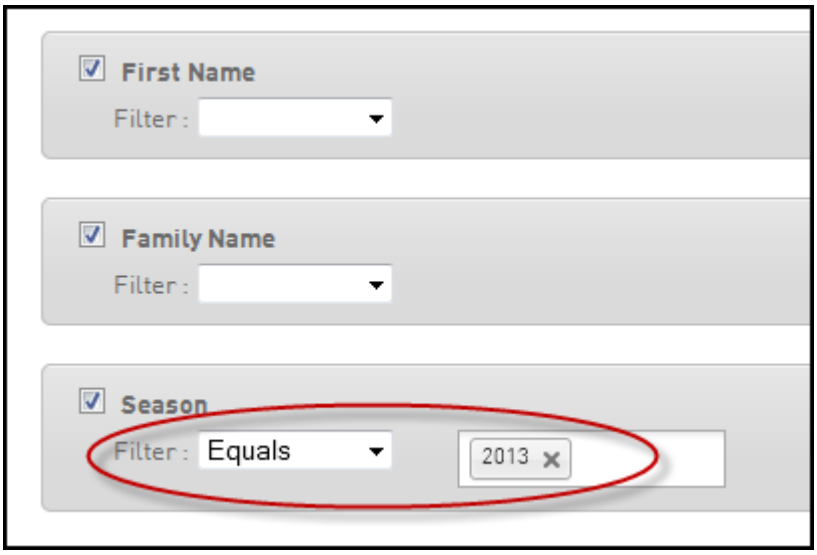


3. Click and drag across the fields that you would like to report on



4. Click on **Run Report** to generate the report

You will be able to apply a filter to your reports so you can report on specific information. For example, the screen shot below will only report on members that are assigned to the 2013 season.



Common Financial Reports

Funds Received Report

This is the best report to run to reconcile all online payments that have been deposited to your nominated bank account.

Common Fields to use in this report:

Product: Displays the product(s) that have been setup and purchased by members.

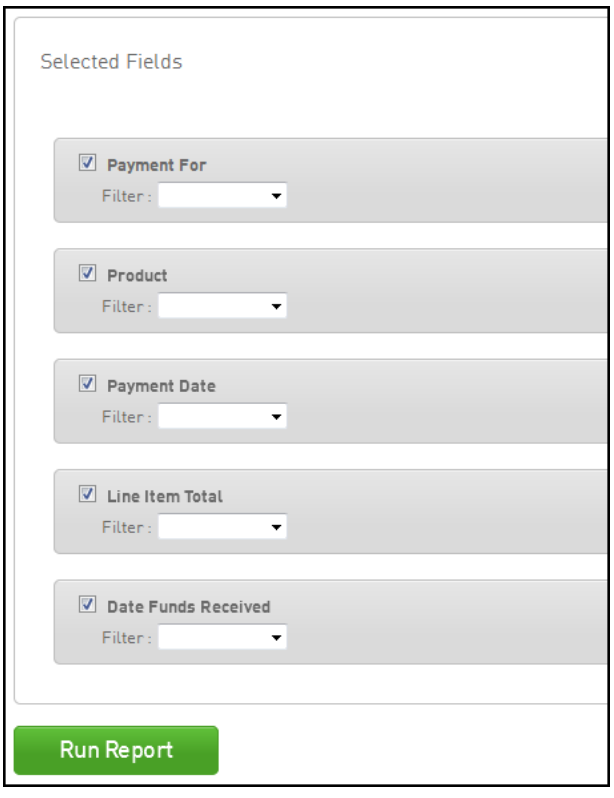
Payment For: Displays which Member or Team the payment is for.

Payment Date: Displays the date that the payment was made by the Member or Team.

Date Funds Received: Displays the date that the monies from a member were physically received by the Affiliate or Club.

Transaction Amount: Displays the dollar amount of the transaction.

Money Received (after fees): Displays the exact amount the Affiliate or Club will receive from the transaction, with the transactional fees subtracted.



Best Filters to use in this report:

Product: Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

Date Funds Received or Payment Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific date or date range that you wish to report on.

Transactions Report

This is the best report to run to see all member payment transactions that have taken place through the system. The key element of this report is the 'Transaction Status' field which will state whether a member has paid or not paid ("unpaid") for a product.

Common Fields to use in this report:

Product: Displays the product(s) that have been purchased by members.

Payment For: Displays which Member or Team the payment is for.

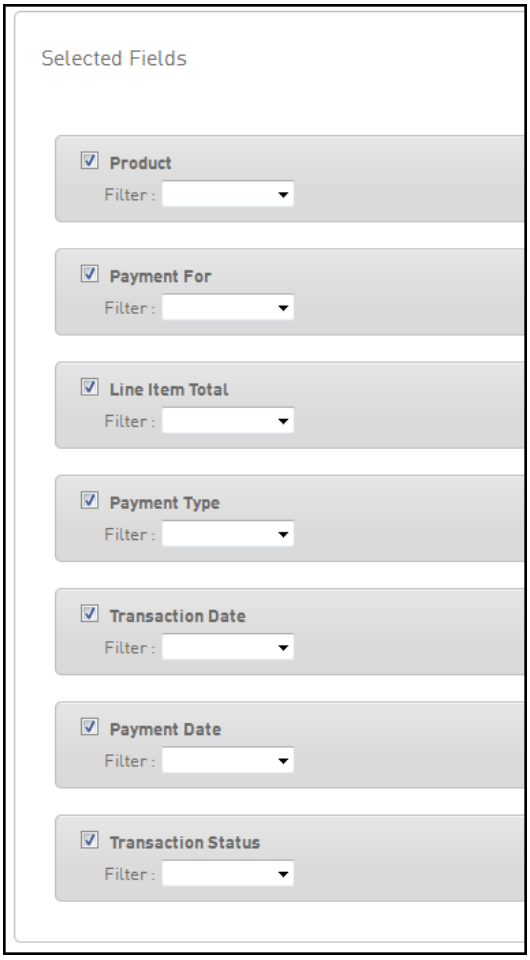
Amount Due: Displays the dollar amount for the individual transactions a member or team has purchased (**Note**: This field should be used in favour of the Payment Amount field).

Transaction Date: Displays the date a Member or Team has gone through and completed the registration form, prior to the payment being made. (**Note:** The Transaction Date field will only populate information if a product is selected by the member)

Payment Date: Displays the date that the payment was made by the Member or Team.

Transaction Status: Displays whether a selected product has been paid for or not ('Paid' or 'Unpaid').

Payment Type: Displays the how the Payment was made (ie. Online NAB, Online PayPal, Manual Payment etc).



Best Filters to use in this report:

Product: Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

Transaction Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Transaction Date or Date range that you wish to report on.

Payment Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Payment Date or Date range that you wish to report on.

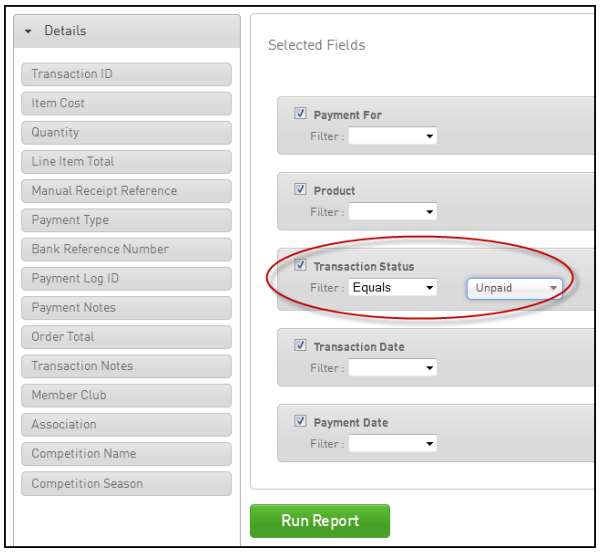
Transaction Status: Select 'Equals' from the Filter drop box and select 'Paid', 'Unpaid' or 'Cancelled' from the drop down list to report on those specific transactions.

Payment Type: Select 'Equals' from the Filter drop box and select the specific Payment Type (ie. Online NAB, Cash, Cheque etc) that you wish to report on.

Useful Report Settings and Examples

Example Report: Members with unpaid products/registration fees

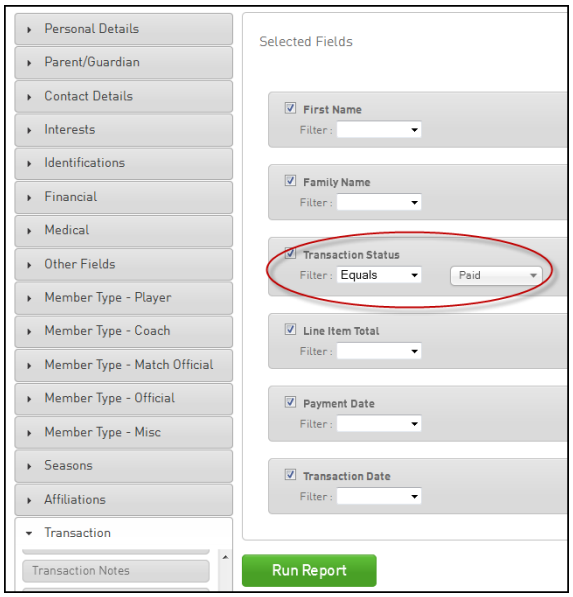
1. Click on **Reports**
2. Click on **Finance** then click **Configure** for the **Transactions** report
3. Click and drag across the fields as shown below
4. Make sure the **Transaction Status** filter is set to **Equals** and you select **Unpaid** from the drop down list



5. Click **Run Report** to view the report

Example Report: Reporting on what products a Member has purchased and paid for

1. Click on **Reports**
2. Click on **Members** then click **Configure** for the **Advanced Member** report
3. Click and drag across the fields as shown below
4. Make sure the **Transaction Status** filter is set to **Equals** and you select **Paid** from the drop down list



5. Click **Run Report** to view the report

Online Registrations and Payments Quick Checklist

A quick 5 step guide on what needs to be done to take Online Registrations and Payments:

1. Apply to become a FOX SPORTS PULSE Sub-merchant
2. Create your Products (i.e. playing fees etc.)
3. Link your Products to the appropriate Registration Forms
4. Link your Registration Forms to your website and/or send Member Renewals Email
5. Start taking registrations online

Quick Summary of How the Online Registration process will work:

Member to Club

1. Member fills in registration form
2. Member selects and pays for products (If Club is accepting online payments)
3. Confirmation email is sent by FOX SPORTS PULSE confirming registration and payment

Contact

For further information or assistance with the Online Registration and Payments program, please contact the following;

FOX SPORTS PULSE Support Enquiries
Support Website: www.support.foxsportspulse.com
Support Phone: 1300 139 970 (AUS)

FOX SPORTS PULSE
Contact: Michael Pocklington
Phone: 0407 352 899
Email: m.pocklington@foxsportspulse.com

FOX SPORTS PULSE Payments
Contact: Craig Hood
Phone: 0411 129 313
Email: c.hood@foxsportspulse.com

AFL
Contact: Tony Costanzo
Phone: 0409 691 969
Email: tony.costanzo@afl.com.au

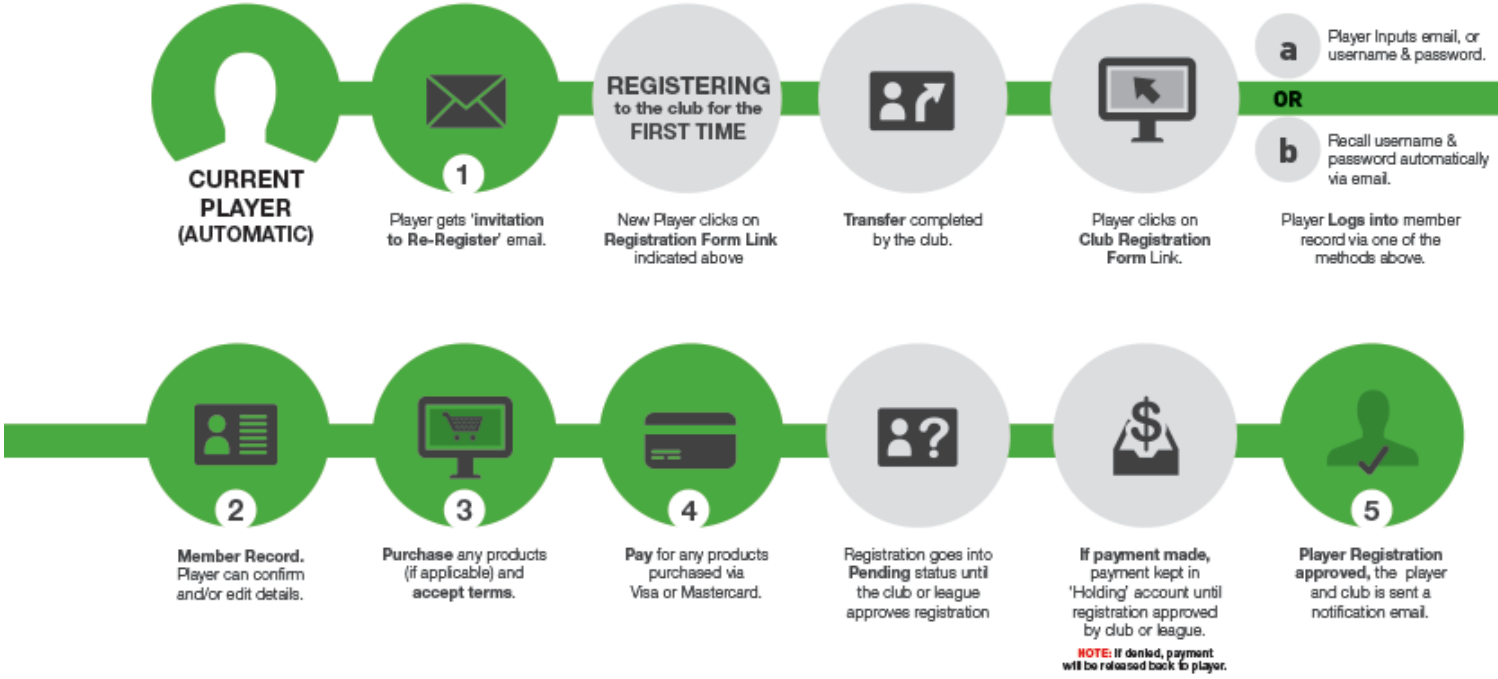
Co-Ordinator Checklist

- ☐ Have you added all your Terms & Conditions to the National form (Optional)? If not, refer to page 11 'How to Add Your Own Terms & Conditions' if you'd like to do this.
- ☐ Have you set up your sub-merchant account? If not, refer to page 13 'How to apply to become a FOX SPORTS PULSE Sub-merchant'
- ☐ Have you added your new products and attached them to your registration form? If not, refer to page 17 'How to Create a New Product' and page 19 'How to attach a Product to your Registration Form'
- ☐ Have you made Online Payment as Compulsory (optional but highly recommended)? If not, refer to page 16 'How to Set Compulsory Payment'
- ☐ Have you put your registration form on your website? If not, refer to page 6 'Publishing the Registration Form to Your Website'
- ☐ Have you updated your clubs Contacts, Location & Details section? If not, refer to page 39 called 'Contacts & Locator'
- ☐ Have you sent out your member renewal emails, If not, refer to page 34 'How to send automated Member Renewal Email'

User Stories

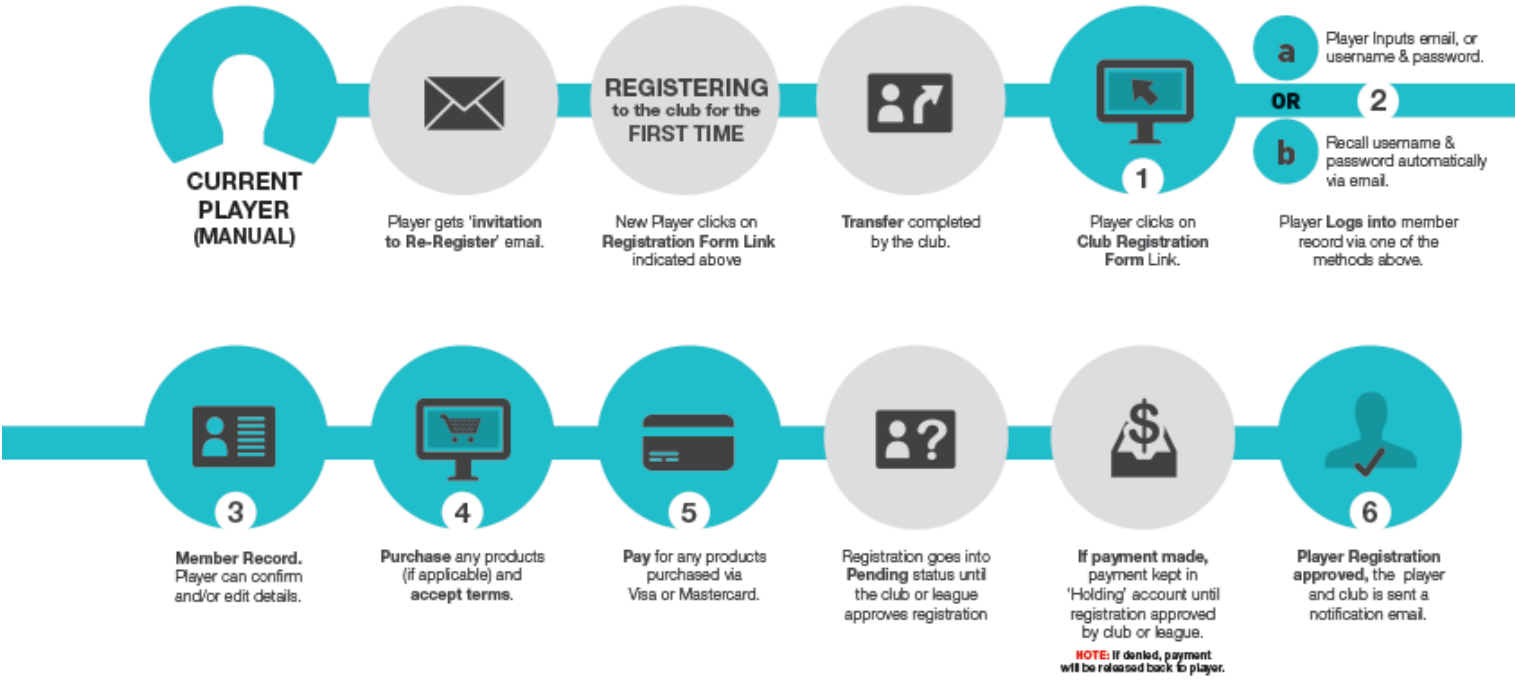
Current Player (Automatic)

This is the process for players registering themselves via the registration link that they have received in an email.


CURRENT PLAYER (AUTOMATIC)
1
Player gets 'invitation to Re-Register' email.
REGISTERING to the club for the FIRST TIME
New Player clicks on Registration Form Link indicated above
Transfer completed by the club.
Player clicks on Club Registration Form Link.
a
Player Inputs email, or username & password.
OR
b
Recall username & password automatically via email.
Player Logs into member record via one of the methods above.
2
Member Record. Player can confirm and/or edit details.
3
Purchase any products (if applicable) and accept terms.
4
Pay for any products purchased via Visa or Mastercard.
Registration goes into Pending status until the club or league approves registration
If payment made, payment kept in 'Holding' account until registration approved by club or league.
NOTE: If denied, payment will be released back to player.
5
Player Registration approved, the player and club is sent a notification email.

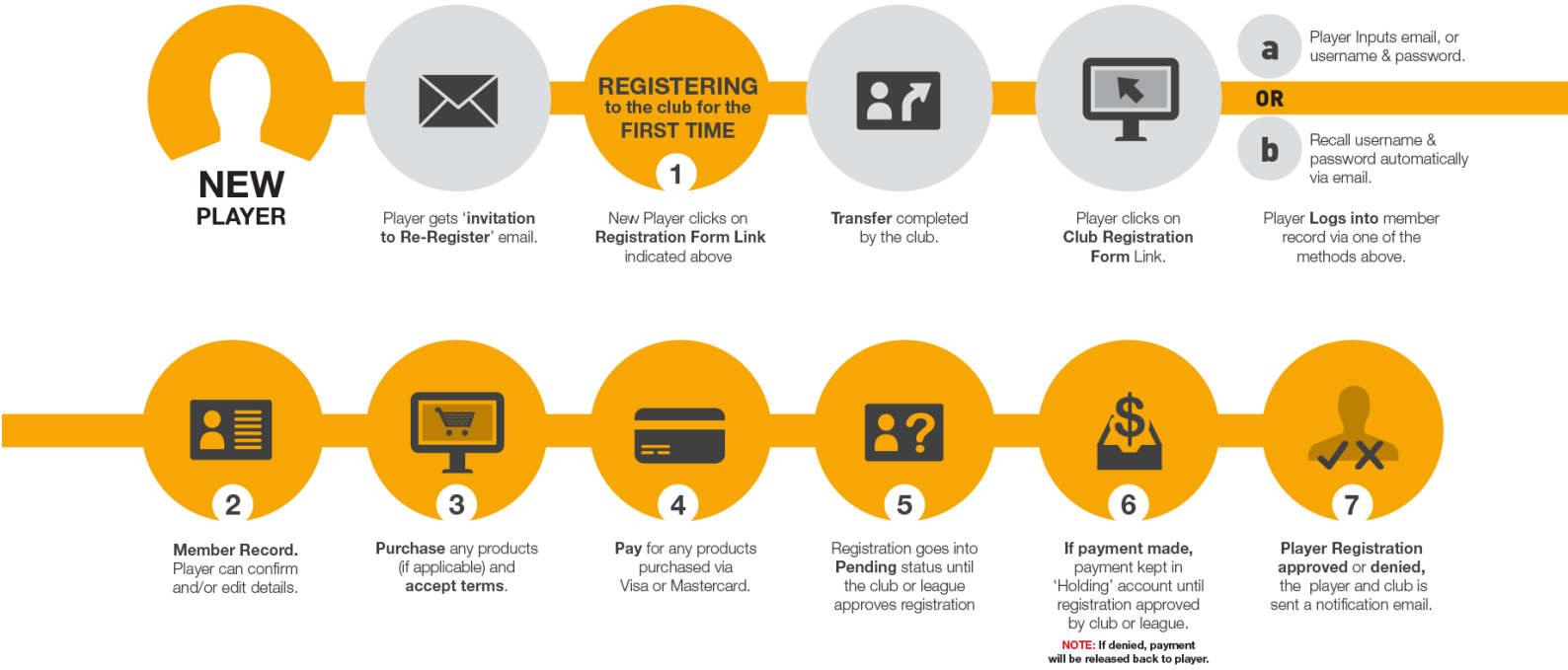
Current Player (Manual)

This is the process existing players will take if accessing the registration form through a link supplied on the website.


CURRENT PLAYER (MANUAL)
Player gets 'invitation to Re-Register' email.
REGISTERING to the club for the FIRST TIME
New Player clicks on Registration Form Link indicated above
Transfer completed by the club.
1
Player clicks on Club Registration Form Link.
a
Player Inputs email, or username & password.
OR
2
b
Recall username & password automatically via email.
Player Logs into member record via one of the methods above.
3
Member Record. Player can confirm and/or edit details.
4
Purchase any products (if applicable) and accept terms.
5
Pay for any products purchased via Visa or Mastercard.
Registration goes into Pending status until the club or league approves registration
If payment made, payment kept in 'Holding' account until registration approved by club or league.
NOTE: If denied, payment will be released back to player.
6
Player Registration approved, the player and club is sent a notification email.

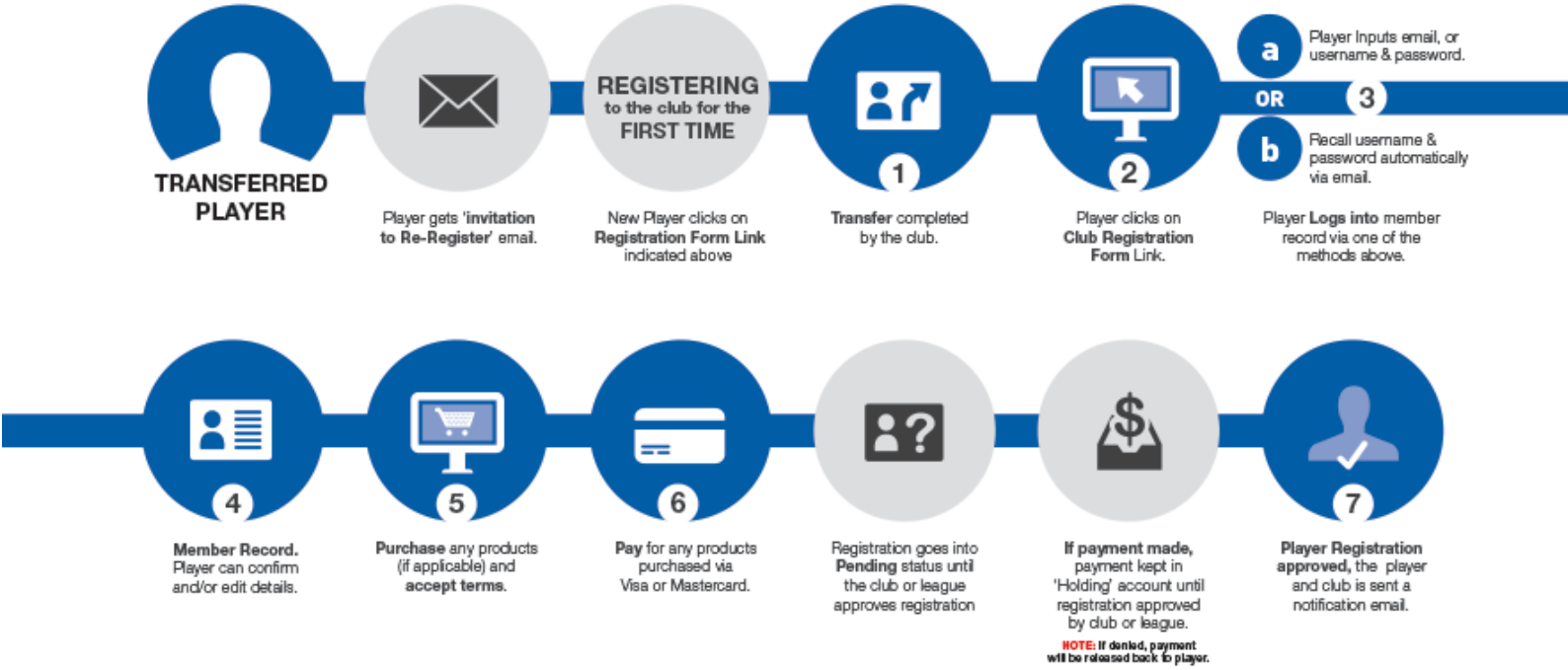
New Player

This is the process that a new potential member would take to register into your club.


NEW PLAYER
Player gets 'invitation to Re-Register' email.
REGISTERING to the club for the FIRST TIME
1
New Player clicks on Registration Form Link indicated above
Transfer completed by the club.
Player clicks on Club Registration Form Link.
a
Player Inputs email, or username & password.
OR
b
Recall username & password automatically via email.
Player Logs into member record via one of the methods above.
2
Member Record. Player can confirm and/or edit details.
3
Purchase any products (if applicable) and accept terms.
4
Pay for any products purchased via Visa or Mastercard.
5
Registration goes into Pending status until the club or league approves registration
6
If payment made, payment kept in 'Holding' account until registration approved by club or league.
NOTE: If denied, payment will be released back to player.
7
Player Registration approved or denied, the player and club is sent a notification email.

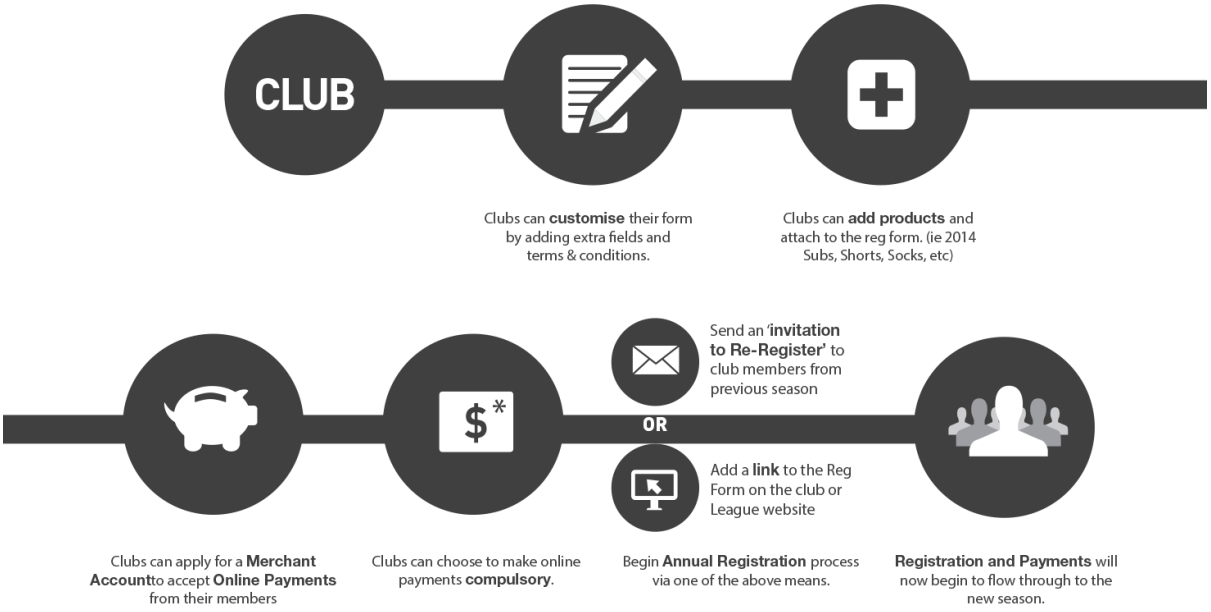
Transferred Player

This is the process that must take place for a transferred player to be registered into a new club.


TRANSFERRED PLAYER
Player gets 'invitation to Re-Register' email.
REGISTERING to the club for the FIRST TIME
New Player clicks on Registration Form Link indicated above
1
Transfer completed by the club.
2
Player clicks on Club Registration Form Link.
a
Player Inputs email, or username & password.
OR
3
b
Recall username & password automatically via email.
Player Logs into member record via one of the methods above.
4
Member Record. Player can confirm and/or edit details.
5
Purchase any products (if applicable) and accept terms.
6
Pay for any products purchased via Visa or Mastercard.
Registration goes into Pending status until the club or league approves registration
If payment made, payment kept in 'Holding' account until registration approved by club or league.
NOTE: If denied, payment will be released back to player.
7
Player Registration approved, the player and club is sent a notification email.

Club Registration Workflow

This is the process that clubs need to follow when setting up online registrations.


CLUB
Clubs can customise their form by adding extra fields and terms & conditions.
Clubs can add products and attach to the reg form. (ie 2014 Subs, Shorts, Socks, etc)
Send an 'invitation to Re-Register' to club members from previous season
OR
Add a link to the Reg Form on the club or League website
Clubs can apply for a Merchant Accountto accept Online Payments from their members
Clubs can choose to make online payments compulsory.
Begin Annual Registration process via one of the above means.
Registration and Payments will now begin to flow through to the new season.